DOCUMENT RESUME

ED 044 602 AC 008 749

TITLE	Interagency Training Programs 1970-1971.
INSTITUTION	Civil Service Commission, Washington, D.C. Bureau of Training.
PUB DATE	70
NOTE	247p.
AVAILABLE FROM	Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 ($1.25)
EDRS PRICE	EDRS Price MF-$1.00 HC Not Available from EDRS.
DESCRIPTORS	Admission Criteria, Course Descriptions, *Educational Programs, *Educational Resources, Federal Programs, *Government Employees, *Interagency Cooperation, Student Costs

ABSTRACT

This is one of four publications designed to provide government agencies with information on available training resources; it is intended primarily for clientele in the Washington, D.C. metropolitan area and contains information on interagency training programs available almost exclusively in this locale during fiscal year 1971. Courses are separated into three groups: open interagency training, limited interagency training, and new courses planned. Open courses are those which have no restriction on attendance other than qualification prerequisites. This section contains course descriptions, admission requirements, nomination procedures, and cost data. Limited courses are those designed primarily for the agency's own employees but offered to other agencies on a space available basis. A list of courses and a contact point are provided in this section. The new courses planned section announces courses which agencies plan to develop during the year. This section is designed to encourage interagency cooperation to sponsor mutually beneficial training for Federal employees. (NL)

ED0 44602

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

...NCY TRAINING PROGRAMS

1970-1971

BULLETIN

U.S. CIVIL SERVICE COMMISSION

HE 008 749

INTERAGENCY TRAINING PROGRAMS

1970-1971

U.S. CIVIL SERVICE COMMISSION

BUREAU OF TRAINING

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402 - Price $1.25

INTRODUCTION

The Interagency Training Programs Bulletin is one of four publications designed to provide agencies information on available training resources. The others are the Quarterly Calendar of Interagency Training Programs (formerly issued on a monthly basis), the Agency Training Centers for Federal Employees and the Off-Campus Study Centers for Federal Employees brochures.

This bulletin, resource document number one, is intended primarily for clientele in the Washington, D.C. metropolitan area and contains information on interagency training programs available almost exclusively in this locale during fiscal year 1971. (The Commission's 10 regional offices each publish separate bulletins and calendars for use by agency field installations. Regional office addresses, telephone numbers, and areas of jurisdiction are given on pages v and vii.) Within this bulletin, courses are separated into three groups: *Open interagency training*, *limited interagency training*, and *new courses planned*. *Open* courses are those which have no restriction on attendance other than qualification prerequisites. This section contains course descriptions, admission requirements, nomination procedures, and cost data. *Limited* courses are those designed primarily for the agency's own employees but offered to other agencies on a space available basis. A list of courses and a contact point are provided in this section. The *new courses planned* section announces courses which agencies plan to develop during the year. This section is designed to encourage interagency cooperation to sponsor mutually beneficial training for Federal employees.

The second resource document, the Quarterly Calendar, is published only four times during each fiscal year. Within the calendars, the information is divided into two parts. The first lists course dates, nomination deadlines, course titles, and page numbers of the bulletin where detailed information about each course may be found. The second part provides course information in abbreviated bulletin-format for those programs developed after the prime document has been printed.

The third document, Agency Training Centers for Federal Employees, is a compilation of separate facilities established by agencies to conduct special agency-oriented training primarily for their own employees; however, other agencies may participate in the programs on a space-available basis. The publication describes each center, lists courses offered and admission requirements, and provides a contact point for further information. This document is intended as a guide for further interagency cooperation to meet mutual training needs.

Finally, the Off-Campus Study Centers for Federal Employees document lists facilities which have been established through cooperative arrangements between colleges or universities and Federal agencies to sponsor continuing education opportunities for Government employees. This publication also describes each center, lists courses offered, admission requirements and provides a contact for further information. It is intended to encourage more university-Federal agency cooperation to meet present and future educational needs.

The brochures on Agency Training Centers and Off-Campus Study Centers are published only by the Commission's central office but available for use by both agency headquarters and field installations.

The Washington, D.C. bulletin and center brochures are updated annually in the spring and placed on sale at the Government Printing Office after a courtesy distribution to training officers and directors of personnel is made. The Commission's regional bulletins are updated in June or July each year.

** WELCOME STATE AND LOCAL GOVERNMENTS **

On behalf of our colleagues in the Federal training community, we wish to extend an invitation to participate in programs conducted by Federal agencies. The Intergovernmental Cooperation Act of 1968 allows all agencies of the Federal Government to open their training programs to State and local governments to help them meet training needs. Please feel free to contact any agency or training facility listed in our training resource documents for further information.

Regional Training Centers
U.S. Civil Service Commission

Atlanta region:
Mr. Edward J. Callahan
Center Director
Atlanta Region
U.S. Civil Service Commission
Atlanta Merchandise Mart
240 Peachtree Street NW.
Atlanta, Ga. 30303
Area Code 404
Phone 526–4477

Boston region:
Mr. John Rebholz
Center Director
Boston Region
U.S. Civil Service Commission
Post Office and Courthouse
Building
Boston, Mass. 02109
Area Code 617
Phone 223–2569

Chicago region:
Mr. Howard G. Bain
Center Director
Chicago Region
U.S. Civil Service Commission
Main Post Office Building
433 West Van Buren Street
Chicago, Ill. 60607
Area Code 312
Phone 353–2914

Dallas region:
Mr. William C. Etheridge, Jr.
Center Director
Dallas Region
U.S. Civil Service Commission
1114 Commerce Street
Dallas, Tex. 75202
Area Code 214
Phone 749–3915

Denver region:
Mr. Curtis Spencer
Center Director
Denver Region
U.S. Civil Service Commission
Building 20
Denver Federal Center
Denver, Colo. 80225
Area Code 303
Phone 233–2304

New York region:
Mr. Fred Olson
Center Director
New York Region
U.S. Civil Service Commission
Federal Building
26 Federal Plaza
New York, N.Y. 10017
Area Code 212
Phone 264–0460

Philadelphia region:
Mr. William T. Kesselring
Center Director
Philadelphia Region
U.S. Civil Service Commission
Customhouse
Second and Chestnut Streets
Philadelphia, Pa. 19106
Area Code 215
Phone 597–4442

Seattle region:
Mr. James W. Brogan
Center Director
Seattle Region
U.S. Civil Service Commission
3004 Federal Office Building
Seattle, Wash. 98104
Area Code 206
Phone 583–4700

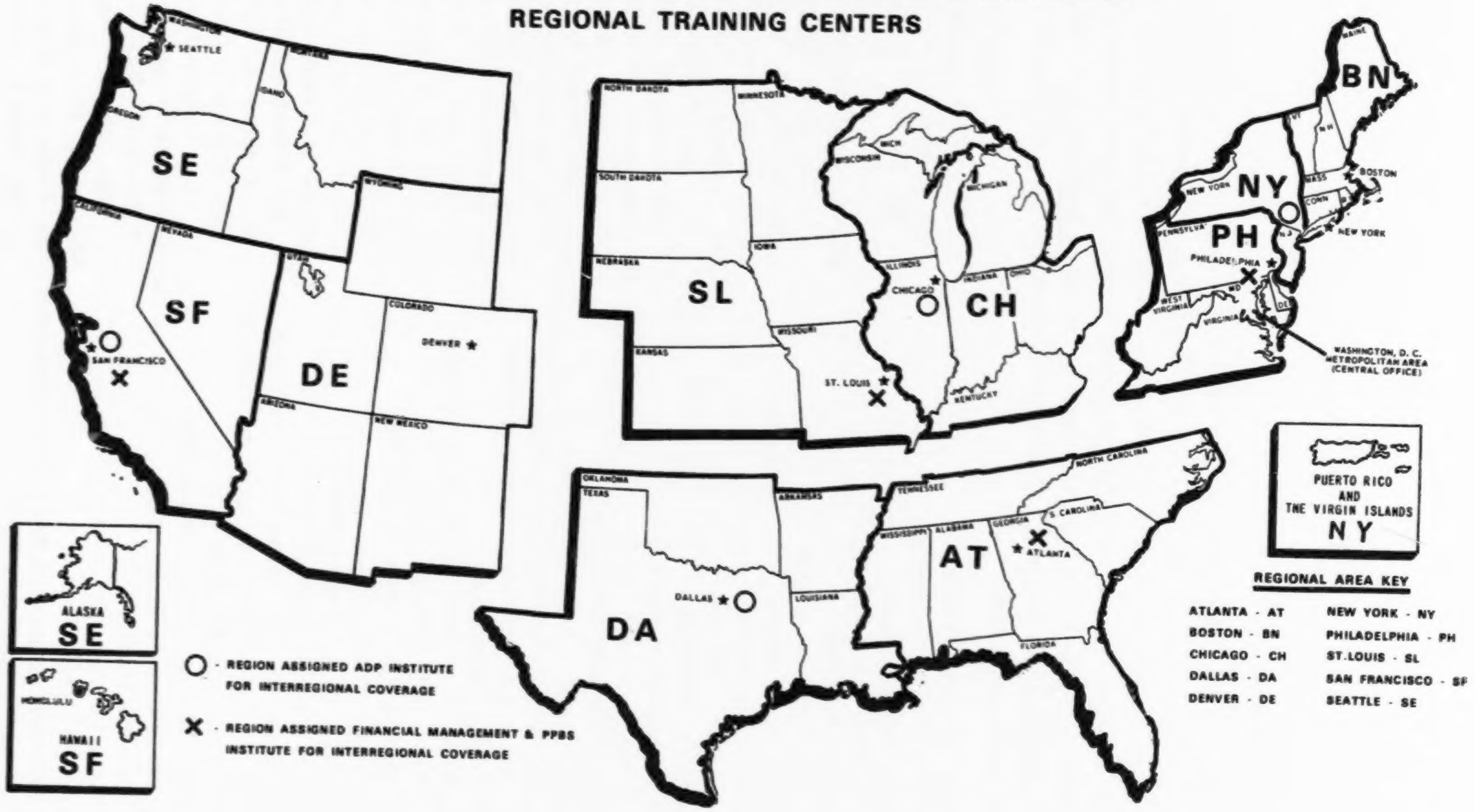
▼

San Francisco region:
Mr. Alvin Beller
Center Director
San Francisco Region
U.S. Civil Service Commission
Federal Building, Box 36010
450 Golden Gate Avenue
San Francisco, Calif. 94102
Area Code 415
Phone 556-5738

St. Louis region:
Mr. Dean R. Hewitt
Center Director
St. Louis Region
U.S. Civil Service Commission
1256 Federal Building
1520 Market Street
St. Louis, Mo. 63103
Area Code 314
Phone 622-4274

UNITED STATES CIVIL SERVICE REGIONS

REGIONAL TRAINING CENTERS


SE
SF
DE
SL
CH
NY
PH
BN
DA
AT
SEATTLE
SAN FRANCISCO
DENVER
ST. LOUIS
CHICAGO
PHILADELPHIA
BOSTON
NEW YORK
DALLAS
ATLANTA
WASHINGTON, D. C.
METROPOLITAN AREA
(CENTRAL OFFICE)
ALASKA
SE
HONOLULU
HAWAII
SF
PUERTO RICO
AND
THE VIRGIN ISLANDS
NY

○ - REGION ASSIGNED ADP INSTITUTE FOR INTERREGIONAL COVERAGE

✕ - REGION ASSIGNED FINANCIAL MANAGEMENT & PPBS INSTITUTE FOR INTERREGIONAL COVERAGE

REGIONAL AREA KEY

ATLANTA - AT	NEW YORK - NY
BOSTON - BN	PHILADELPHIA - PH
CHICAGO - CH	ST.LOUIS - SL
DALLAS - DA	SAN FRANCISCO - SF
DENVER - DE	SEATTLE - SE

NOTE: ALL TEN REGIONAL TRAINING CENTERS HAVE INSTITUTES IN PERSONNEL MANAGEMENT, GENERAL MANAGEMENT AND COMMUNICATIONS AND OFFICE SKILLS

Acknowledgment

The success of this Bulletin is due in large part to the continuing efforts of the Committee on Interagency Training, composed of representatives of principal Government agencies. The Committee members make agency courses available for inclusion in the Bulletin, advise the Civil Service Commission on interagency training matters, and serve as focal points of interagency training information and assistance in their respective agencies.

Department of Agriculture	Dr. E. R. Draheim
Department of the Air Force	Mr. Milton J. Feldman
Department of the Army	Mr. Irwin F. Marlar
Atomic Energy Commission	Mr. H. Floyd Knight
Bureau of the Budget	Mr. Harry H. Flickinger
Central Intelligence Agency	Mr. Hugh Clayton
Civil Aeronautics Board	Mr. M. Wayne Poland
Civil Service Commission	Mr. Richard Leverone
Department of Commerce	Mr. Richard A. Stearns
Department of Defense	Mr. Dwight Mote
Defense Intelligence Agency	Mr. Eugene R. Settle
Defense Supply Agency	Mr. Theodore J. Weinstein
District of Columbia Government	Mr. Benjamin J. Ludwig
Federal Communications Commission	Mr. Robert Brown
Federal Deposit Insurance Corporation	Mr. David O. Weaver
Federal Mediation and Conciliation Service	Mr. L. Lawrence Schultz
Federal Power Commission	Mr. Kenneth W. Eriksson
Federal Reserve System, Board of Governors	Mrs. June E. Burns
Federal Trade Commission	Mr. David Shannon
Foreign Claims Settlement Commission	Mr. Donald H. Baxter
General Accounting Office	Mr. Ernest C. Andersen
General Services Administration	Mr. Joel B. Gerstle
Government Printing Office	Mr. James M. Langston, Jr.
Department of Health, Education, and Welfare	Mr. Robert Schultheis
Department of Housing and Urban Development	Mr. Fredrick H. Arend
Department of the Interior	Mr. Andrew J. Ondrof
Agency for International Development	Mr. Judson H. Bell
Interstate Commerce Commission	Mr. Samuel D. Bingman, Jr.
Department of Justice	Mr. Daniel P. Keenan
Department of Labor	Mr. Edward Waters
Library of Congress	Mr. Harvey H. Joiner, Jr.
National Aeronautics and Space Administration	Mr. Rayburn A. Metcalfe
National Labor Relations Board	Mr. Louis C. Albright
National Science Foundation	Mr. Henry Blackner
National Security Agency	Mr. William M. Holleran
Department of the Navy	Mr. William E. Gerow

OFFICE OF EMERGENCY PREPAREDNESS	Mrs. Margaret R. Cates
PANAMA CANAL COMPANY	Mr. Daniel J. Paolucci
PEACE CORPS	Mr. James Reed
POST OFFICE DEPARTMENT	Mr. Francis J. Mahaney
SECURITIES AND EXCHANGE COMMISSION	Mr. Albert Fontes
SELECTIVE SERVICE SYSTEM	Colonel William D. Brooks, Jr.
SMALL BUSINESS ADMINISTRATION	Mr. Robert L. Stockment
SMITHSONIAN INSTITUTION	Mr. Joseph O. Eberly
DEPARTMENT OF STATE	Mr. George Lambrakis
TARIFF COMMISSION	Mr. Robert A. Kliefoth
DEPARTMENT OF TRANSPORTATION	Mr. Howard R. Richardson
TREASURY DEPARTMENT	Mr. Sidney Mintz
U.S. INFORMATION AGENCY	Mr. James J. Halsema
VETERANS ADMINISTRATION	Mr. Paul J. Terry

Guide for Users

The 1970–71 Interagency Training Programs Bulletin is designed to help users locate desired courses more quickly and easily. First, in the Table of Contents, programs in the Open Interagency Training section are listed under four major categories:

- Administrative, Managerial, and Supervisory Training—courses of general information nature
- Technical Training—skills training courses
- Clerical and Office Skills Training—skills training
- General Purpose Training—courses available to all employees regardless of grade or occupation

The Limited Interagency Training programs and New Courses Planned are simply listed by agency since course descriptions were not available to make accurate sub-divisions.

The second users' aid is the Index by Subject which lists courses alphabetically under the subject of the course; and if one course is related to more than one subject, it is cross-referenced as often as possible to show its relation to various subjects. One such example is the Seminar on ADP in Financial Management, listed under ADP as well as Financial Management.

Table of Contents

Page

INTRODUCTION iii

ACKNOWLEDGMENT viii

GUIDE FOR USERS x

OPEN INTERAGENCY TRAINING 1

- ADMINISTRATIVE, MANAGERIAL, AND SUPERVISORY TRAINING 1
  - PUBLIC POLICIES, PROGRAMS, AND ISSUES 1
    - Administration of Recreation Programs 1
    - An Institute in the Legislative Function 2
    - Executive Programs and the Courts 3
    - Federal-State-Local Administration of Public Health Programs 4
    - Fellowship in Congressional Operations 6
    - Ideas, Authors and General Issues in Law 7
    - Ideas, Authors and Issues in the Regulatory Process 8
    - Ideas and Authors—Management and Organizations 9
    - Ideas and Authors—Public Issues and Problems 10
    - Ideas and Authors—Science and Government 11
    - Institute for Executives in Science Programs: Science and Government Policy 12
    - Legislative Operations Roundtable for Executives 13
    - Management of America's Water Resources: Problems-Programs-Planning 14
    - Residential Program in Executive Education 15
    - State Government and Administration: Programs-Problems-Planning 17
    - Seminar for the Urban Specialist, Federal-State-Local 18
    - The Metropolitan Area—Problems, Programs, Planning: An Institute in Inter-Governmental Relations 19
    - The Role of the Federal Manager in Equal Employment Opportunity 20
    - Urban Transportation Planning Course 21
  - MIDDLE MANAGEMENT AND EXECUTIVE DEVELOPMENT 21
    - Advanced Management Seminar 21
    - Executive Seminar Centers 23
    - Executive Seminar in Decision Making Techniques 24
    - Management and Group Performance 25
    - Management and Group Performance: An Institute for Trainers 27
    - Management and the Negotiated Agreement 28
    - Mathematics for Managers 29
    - Mathematics for Middle Managers 30
    - Middle Management Institute 31
    - Models for Management Decisions 32
    - Position Classification for Managers 33
    - Supervision and the Negotiated Agreement 33
    - The Manager's Role in Employee Development 34

OPEN INTERAGENCY TRAINING—Continued

ADMINISTRATIVE, MANAGERIAL—Continued

MIDDLE MANAGEMENT AND EXECUTIVE DEVELOPMENT—Continued

Page

- The Role of the Manager in Performance Evaluation 35
- The Role of the Manager in Staffing 35

MANAGEMENT DEVELOPMENT FOR SCIENTISTS AND ENGINEERS 36
- Information Tools, Methods, and Resources in Science and Technology 36
- Management Institute for Supervisory Scientists and Engineers 37
- Management of Scientific and Engineering Organizations 38
- Supervision and Group Performance for the Engineer and Scientist 39

FIRST-LINE SUPERVISION 40
- Basic Management Techniques I 40
- Basic Management Techniques I: An Institute for Trainers 41
- Basic Management Techniques II 42
- Basic Management Techniques II: An Institute for Trainers 43
- Introduction to Supervision 43
- Introduction to Supervision: An Institute for Trainers 44
- Personnel Management for Supervisors 45
- Supervision and Group Performance (CSC) 46
- Supervision and Group Performance (NBS) 47
- Supervision and Group Performance: An Institite for Trainers 48
- Problems and Challenges, Supervision of Low-Skilled Employees 49

ORIENTATION TO GOVERNMENT OPERATIONS 50
- Basic Concepts in Government Operations 50
- Introduction to Government for Scientists and Engineers 51
- Management Intern Lecture and Seminar Program 52

ADP MANAGEMENT—ADP USER EDUCATION 53
- ADP Orientation 53
- ADP Orientation for Management Interns 54
- Executive Seminar in ADP 55
- Executive Seminar in Statistical Science for Management 56
- Executive Workshop in ADP Programming 57
- Executive Workshop in ADP Systems Analysis 58
- Management Introduction to ADP 59
- Seminar on Scientific and Technical Applications of ADP 60
- Seminar in ADP Management and Administration 61
- The Management Information Series 62
  - Executive Seminar in Management Information Theory 62
  - Executive Seminar in Management Reporting Systems 63
  - Executive Workshop in the Design of a Management Information System 64

FINANCIAL MANAGEMENT 65
- Economics for Public Managers 65
- Executive Orientation in PPB 66
- Finance in Agency Management 67
- General Orientation in PPB 67
- Management Use of Financial Information 68
- The Federal Budget Process 69

PERSONNEL MANAGEMENT 70
- Effective Communication for Personnel Specialists 70
- Ideas and Authors—Personnel Management 71
- Introduction to Personnel Management 72
- Manpower Planning and Requirements 72

OPEN INTERAGENCY TRAINING—Continued
ADMINISTRATIVE, MANAGERIAL—Continued
PERSONNEL MANAGEMENT—Continued

Page
Organization Theory 73
Personnel Management for Managers 74
Personnel Management for Personnel Specialists 75
Psychology and the Management of Human Resources 76
The Manager's Role in Occupational Mental Health 77
TECHNICAL TRAINING 78
AUTOMATIC DATA PROCESSING 78
Applications 78
Seminar on ADP in Financial Management 78
Seminar on ADP and the Law 79
Seminar on ADP and Medicine 80
Seminar on ADP in Personnel Management 80
Seminar on ADP in Supply Management 81
Seminar on ADP in Technical Information Systems 82
Computer Specialist Training 83
Fundamentals of ADP for Computer Specialist Trainees 83
Seminar in Advanced Computer Systems Technology 84
Systems Analysis for Computer Programmers 85
Systems Workshop for Computer Specialists 86
Workshop in ADP Systems Analysis Techniques 88
Programing 89
Decision Logic Table Workshop 89
Introductory Conversational Computing 90
Seminar in Computer System Evaluation and Selection 91
Workshop in Indexing and Abstracting for ADP Information Systems 92
Systems Analysis 93
An Introduction to Systems Analysis for Government Operations 93
ADP Systems Analysis Seminar 94
Field Work Program in ADP Systems Analysis 95
Statistical Science for Analysis 96
BUDGET AND FINANCE 97
Auditing 97
Audits in Financial Management 97
Audits in Procuremant and Supply Management 98
Audit Manager Seminar on GAO Requirements 99
Auditing Systems Supported by ADP Equipment I 100
Auditing Systems Supported by ADP Equipment II 101
Effective Governmental Auditing I 101
Effective Government Auditing II 102
Executive Development of Auditors 103
Flow Charting and Its Applicability to Auditing 104
Graphic and Computational Analysis Techniques as an Audit Tool 105
Operational Auditing 105
Principles and Practices of Auditing in the ADP Systems Environment 106
Seminar of Audit Managers 107
Semi-Senior Auditing 108
Senior and Semi-Senior Auditing 109
Statistical Sampling in Auditing I 109
Statistical Sampling in Auditing II 110
Successful Audit Report Writing I 110

OPEN INTERAGENCY TRAINING—Continued
TECHNICAL TRAINING—Continued
BUDGET AND FINANCE—Continued
Auditing—Continued

Page
- Successful Audit Report Writing II 112
- Supervisory Auditors Course 113
- Supervisory Auditors Instruction Course 113
- Semi-Senior Training 114

CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY 115
- Equal Employment Opportunity Counseling 115
- Interviewing Techniques for Civil Rights Investigators 116
- Investigation of Complaints of Discrimination 117
- Workshop in Equal Employment Opportunity for Contract Compliance Specialists 117
- Workshop for Title VI Compliance Officers 118

FACILITIES AND SERVICES 120
- Military Postal Operations Management 120
- Passenger Travel Conference 120
- Space Planning and Office Layout 121

LEGAL 122
- Hearing Examiners and the Regulatory Process: Current Problems, Issues and Developments 122

MANAGEMENT ANALYSIS 123
- Correspondence Management 123
- Directives Systems Improvement 124
- Files Improvement 125
- Forms Analysis and Design 125
- Forms for Automation 126
- Forms Improvement 127
- Information Systems Design 128
- Managing an Office Machine Program 128
- Mechanizing Paperwork Systems 129
- Modernizing Management Reports 130
- Office Information Retrieval 131
- Records Disposition 131
- Records Maintenance and Disposition 132
- Records Management 133
- Source Data Automation 134
- Speeding the Mail 135

PERSONNEL 135
- Classification 135
  - Advanced Position Classification 135
  - Position Classification and the Management Process 136
  - Position Management 137
- Employee Development 138
  - Basic Employee Development 138
  - Advanced Employee Development 138
  - Management Development: Principles and Methods 139
  - Instructor Training 140
  - Programed Instruction: Applications for Government Training 141
  - Seminar in ADP for Employee Development Specialists 141
  - Workshop for Programers 142
- Employee Relations 143
  - Basic Employee-Management Relations 143
  - Advanced Employee-Management Relations 144

OPEN INTERAGENCY TRAINING—Continued
TECHNICAL TRAINING—Continued
PERSONNEL—Continued
Employee Relations—Continued

Page
Adverse Actions 145
Basic Labor-Management Relations 145
Industrial Relations Seminar for Executives 146
Negotiating and Implementing Agreements 147
Pre-Retirement Planning Institute for Agency Advisors 148
Training Program for Financial Counselors 148
Staffing and Placement 149
Basic Staffing and Placement 149
Advanced Staffing and Placement 150
Personnel Assessment and Selection 151
Personnel Interviewing and Counseling 151
Personnel Staffing Assistant Function 152
Training Institute for Recruiters 153
Training Institute for Recruiters of Clerical Personnel 154
PROGRAM ANALYSIS 154
Accrual Accounting Workshop 154
Basic Data Analysis 155
Correlation and Regression Analysis 156
Cost Benefit Workshop 157
Determining Program Costs 158
Discount Rates and Procedures 158
Economic Investment Analysis 159
Educational Program in Systems Analysis 160
Elementary Bookkeeping in the Public Sector 161
Executive Workshop in Operations Research Techniques 162
Linear Programing 163
Operations Research 163
Operations Research Orientation 163
Planning, Programing, Budgeting Seminar 165
Statistical Sampling for Financial Managers 166
Techniques and Methods of Operations Research Workshop 166
Workforce Estimating 167
SUPPLY 168
Procurement and Contracting 168
Contracting by Formal Advertising 168
Contract Liaison for the Scientist and Engineer 170
Editorial Planning for Printing Production 171
Effective Administration of the Contract for Marginally Punched Continuous Forms 172
Government Contract Administration 173
Government Contract Negotiations 174
Procurement Contracting and Policy 175
Public Utilities Service Procurement 176
Small Purchases 177
Storage and Inventory 178
Economic Order Quantity Techniques 178
Inventory Control of Supplies and Materials 179
Storage and Materials Handling 180
Transportation 181
Carrier Selection-Freight Classification 181
Freight Loss and Damage Claims 182

OPEN INTERAGENCY TRAINING—Continued

TECHNICAL TRAINING—Continued

SUPPLY—Continued

Transportation—Continued

Page
Freight Rates and Tariffs 182
Government Bills of Lading and Common Shipping Faults 183
Modern Traffic Techniques 184
Ocean Transportation 185
Shipping Household Goods 186
Transportation Assistance to Procurement Officers 187
CLERICAL AND OFFICE SKILLS TRAINING 189
Better Office Skills and Service 189
Better Office Skills and Service Instructors' Workshop 190
Operation Update: A Practicum for the Executive Secretary 191
Secretarial Techniques 192
Shorthand Excellence 193
GENERAL PURPOSE TRAINING 194
COMMUNICATIONS 194
Speaking 194
Effective Briefing Techniques 194
Workshop in Effective English 194
Writing 195
Effective Letterwriting for Management 195
Forms and Guide Letters 196
How to Improve Written Instructions 197
Report Writing Workshop 198
Writing Effective Letters 198
Writing Regulations and Procedures for Public Understanding 199
SAFETY AND EMERGENCY-PREPAREDNESS 200
Defensive Driving Techniques 200
Medical Self-Help Training Program 201
Professions Disaster Training Seminar 201
LIMITED INTERAGENCY TRAINING 203
AGRICULTURE, DEPARTMENT OF 203

Office of Personnel:

Seminars in Executive Development (SED) 203
Seminars in Middle Management (SIMM) 203
Kepner-Tregoe Problem Solving and Decision Making (K-T) 203

Office of the Inspector General:

Combined Orientation for Auditor and Special Agent New-Hires 203
Managerial Grid Seminar 203

Agricultural Research Service:

Orientation Training for Secretarial and Clerical Employees 203
Secretarial Training Course 203
Supervisory Development Program 203
English Grammar Review I and II 203
Supervisory Training Course, Phase I 203
Motivation and Productivity 203
Defensive Driving 204
Workshop in Research Report Writing 204
AIR FORCE, DEPARTMENT OF 204
Basic Classification and Wage Administration 204
Basic Employee and Career Development Course 204
Basic Placement and Employee-Management Relations Course 204
Civilian Personnel Officer Course 204

LIMITED INTERAGENCY TRAINING—Continued

AIR FORCE, DEPARTMENT OF—Continued

Page
Classification and Wage Administration, Advanced 204
Employee and Career Development Course, Advanced 204
Human Relations for Air Force Supervisors 204
Management Course for Air Force Supervisors 204
Placement and Employee-Management Relations Course, Advanced 204
Program Management Course 204
Union Management Relations for Management Officials 204

ARMY, DEPARTMENT of

Headquarters, Army Materiel Command:

Personnel Management for Managers 204
Algebra Review 204
Calculus Review 204
Engineering Reliability 204
Basic Statistics 204

ATOMIC ENERGY COMMISSION

Introduction to Nuclear Technology 205
Measurements in Nuclear Materials Safeguards 205
Fundamentals of Nuclear Materials Control 205
Workshop in Safeguards 205

COMMERCE, DEPARTMENT of

Office of Personnel:

Commerce Managerial Course 205

Bureau of the Census:

Digital Computer Programing Course 205

Office of Administration for Domestic and International Business:

Pre-retirement Planning Seminar 205
Reading Improvement for Professionals 205

Maritime Administration:

Beginning Typing 206
Typing Refresher 206
Beginning Shorthand 206
Shorthand Refresher 206
Advanced Secretarial Techniques 206
Introduction to Supervision 206
Supervision and Group Performance 206
National Bureau of Standards 206

Patent Office:

Effective Supervision and Performance 206
Patent Examiner Intial Training 206
Reading Improvement 206
CIVIL AERONAUTICS BOARD 207
Supervision and Group Performance 207
DEFENSE SUPPLY AGENCY 207

Civilian Personnel Division:

Fundamentals of Supervision 207
Basic Management Techniques I 207
Supervision and Group Performance 207
Basic Management Techniques II 207
Management and Group Performance 207
From Nine to Five—Secretarial Training 207
Effective Listening 207
Advanced Effective Listening 207

LIMITED INTERAGENCY TRAINING—Continued

Page

- District of Columbia Government 207

  - Department of Public Health:

    - Course in Tuberculosis Control 207
- Federal Trade Commission 207
  - Intensive Shorthand for Beginners 207
  - Remedial Shorthand 207
- General Services Administration 208
  - Guard Training 208
  - National Electrical Code 208
  - Refrigeration and Air-Conditioning 208
- Government Printing Office 208
  - Plain Letters 208
  - Supervisory Development Course 208
- Health, Education, and Welfare, Department of 208
  - Environmental Control Administration 208
  - National Air Pollution Control Administration 213
  - Social Security Administration 214
    - Effective Writing for Administrative Communications 214
    - Automatic Data Processing Orientation 214
    - Basic Analysis 214
    - Behavioral Foundations of Management 214
    - Reading Improvement 214
    - Supervision and Group Performance 214
- Housing and Urban Development, Department of 214

  - Programed Instruction and Reading Skills Laboratory:

    - Reading Improvement 215
    - Introduction to PERT 215
    - Basic Statistics 215
    - Magnetic Patterns of the English Language 215
    - Vocabulary Building 215

  - Office Skills Training:

    - Secretarial Workshop 215
    - Typewriter Refresher Training 215
    - Gregg Simplified Shorthand Refresher Course 215
- Interior, Department of 215
  - Bureau of Sport Fisheries and Wildlife 215

    - Marion, Ala.

      - Pond Construction 215
      - Physics and Chemistry of Water 215
      - Fish Diseases 215
      - Aquatic Plant Identification 215
      - Life in Water Related to Fish Culture 215

    - Spearfish, S. Dak.

      - Nutrition 215
      - Methods of Propagation 215
      - Diseases 215
      - Methods and Interpretations of Water Analysis 215
      - Administrative Procedures 216
      - Use of Hatcheries as a Management Tool 216

    - Leetown, W. Va.

      - Fish Anatomy 216
      - Physiology and Histology of Fish 216
      - Microscopical Anatomy of Normal and Diseased Tissues 216

LIMITED INTERAGENCY TRAINING—Continued
- DISTRICT OF COLUMBIA GOVERNMENT—Continued
  - INTERIOR, DEPARTMENT OF—Continued
    - Bureau of Sport Fisheries and Wildlife—Continued
      - Leetown, W. Va.—Continued

Page

- Identification and Method of Investigating Fish Diseases and Their Control 216
- Areas Relating to Virology, Bacteriology, and Parasitology Studies of Fish Diseases 216
- LABOR, DEPARTMENT OF 216
  - Safety Training 216
- NAVY, DEPARTMENT OF 216
  - Capital Area Personnel Services:
    - Supervisory Training 216
    - Interviewing and Counseling Techniques for Supervisors 216
    - Instructional Methods 216
  - Logistics Management School:
    - Navy Department Planning and Management Systems Course 216
- PANAMA CANAL CO. 217
  - Introduction to Supervision 217
  - The Supervisor and Human Behavior 217
  - Job Instructor Training 217
  - Work Simplification 217
  - Reading Efficiency 217
  - Defensive Driving 217
  - Theory and Practice of Management and Organization 217
- TRANSPORTATION, DEPARTMENT OF 217
  - Federal Aviation Administration:
    - Basic Investigation Course 217
    - Federal Aviation Administration Academy 717
- TREASURY, DEPARTMENT OF 217
  - Internal Revenue Service:
    - Gregg Shorthand Theory Review Course—Diamond Jubilee Series 217
    - Shorthand Refresher Dictation Course 217
    - Typewriter Refresher Training Course 217
  - Bureau of Customs:
    - Systems Analysis 218
- VETERANS ADMINISTRATION 218
  - Basic Supervisory Practices 218
  - Secondary Supervisory Practices 218
  - Intermediate Supervisory Management 218
  - Advanced Supervisory Management 218
  - Advanced Management Seminar 218
  - Briefings and Presentations 218
  - Conference Leadership 218
  - Administrative Communications Seminar 218
  - Better Letters 213
  - Better Letter Refresher 218
  - Basic Office Practices 218
  - Shorthand Refresher 218

LIMITED INTERAGENCY TRAINING—Continued

Page

NEW COURSES PLANNED 218

AGRICULTURE, DEPARTMENT OF 218

Supervisory Training Course—Phase II 218

TREASURY, DEPARTMENT OF 218

Retirement Planning 218

INDEX BY SUBJECT 219

OPEN INTERAGENCY TRAINING

Administrative, Managerial and Supervisory Training

Public Policies, Programs and Issues

ADMINISTRATION OF RECREATION PROGRAMS: An Institute in Intergovernmental Relations

Civil Service Commission

Two 5-day programs, scheduled for January 11–15 and June 21–25, 1971, will be held at the Civil Service Commission, 1900 E Street NW.

Description

At the Federal level, approximately 30 agencies have responsibilities and activities related to outdoor recreation. The purpose of the institute is to explore problems that confront executives of public agencies with responsibilities for the administration of recreation programs or grants-in-aids and to acquaint them with the scope and relatedness of varied governmental programs. The course is also intended for non-program managers whose job assignments require up-dated information and understanding of intergovernmental relations in recreation program planning and development. While the program, which will use presentations by lecture-discussions, films, workshops and possibly a field trip, will be structured to focus on comprehensive recreation resources planning and coordination of intergovernmental programs in the recreation field, some attention will also be devoted to the legal-political setting for intergovernmental cooperation; the current status of and future prospects for Federal-State-local partnership in recreation development, State and local machinery for the administration of federally-assisted programs, problems of Federal interagency coordination and the administration of recreation grants-in-aids, the private sector and its relatedness to governmental programs; the role of citizen participation in the recreation field; comprehensive long-range planning by States for outdoor recreation, recreation and urban planning and development—the Model Cities approach—water resources development as a focal point of outdoor recreation, the policy guidance role of Interior's Bureau of Outdoor Recreation, etc.

Who May Attend

While participation in the institute is generally restricted to executives GS-13 and above (or equivalent) in any public agency-Federal, State, or local government, persons below this level will also be selected to participate, if it appears that they in their job situations will benefit significantly from this experience. *Federal agencies are especially encouraged to send officials from the field as well as from their central offices.*

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost: $190 per participant. Agencies may obtain further information by calling (202) 632-5662 or code 101, extension 25662.

AN INSTITUTE IN THE LEGISLATIVE FUNCTION

Civil Service Commission

One 5-day session scheduled for March 15–19, 1971, will be held in Washington, D.C.

Description

This institute is designed to provide an intensive introduction to the organization, operation, and responsibilities of Congress. The role of Congress and its relationships to the executive branch will be stressed. The objective is to help career administrators at middle grade levels acquire an increased understanding of the legislative function and its direct and indirect effect on executive branch operations.

Who May Attend

Nominees for this program should be career employees, GS-9 through GS-13. Persons eligible for nomination include: Those in line management; unit chiefs and deputies, or those with equivalent responsibility; and those engaged in support of staff occupations such as budget preparation, manpower analysis, policy development and mission determination. In addition, each nominee should have recognized competence and potential and be one whose service in the Federal Government can be expected to continue for a significant period of time.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further informtion from the General Management Training Center, 632–5662, or code 101, extension 25662.

EXECUTIVE PROGRAMS AND THE COURTS

Civil Service Commission

One 5-day session will be scheduled as needed and will be held at the Civil Service Commission, 1900 E Street NW.

Description

Students of Government administration and administrators are realizing that the expansion of Federal Government programs and activities enlarges the rulemaking and adjudicatory functions in Government agencies. These functions, contrary to traditional belief, are not unique to regulatory or independent agencies. Rather, in many agencies, Federal executives who are not usually trained in the law frequently engage in the processes of adjudication and rulemaking in performing their day-to-day activities. Additionally, the growing body of judicial decisions has had far-reaching effects on the governmental system and Federal programs. These developments suggest for Federal executives who are not trained in the law the necessity to develop a better knowledge and understanding of the functions of adjudication and rulemaking which they perform.

Who May Attend

Participation is open to career employees, GS–13 and above (and military equivalents), whose academic or professional background is not in the field of law. Federal officials who are serving as personnel officers, administrative officers, labor relations specialists, examiners and inspectors in various fields, officials with review responsibilities such as classifiers and contract reviewers, claims officers, reviewers of grants, licensing and regulating officers, and appeals officers are among those for whom this program is designed. Many other administrators who perform adjudicatory or rulemaking functions or carry on activities which are significantly affected by the judiciary would also find it useful. The program is not designed for practicing attorneys or those whose work brings them into close continuing contact with the Courts.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the programs. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of this program—$200 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the General Management Training Center at 632–5662, or code 101, extension 25662.

FEDERAL-STATE-LOCAL ADMINISTRATION OF PUBLIC HEALTH PROGRAMS:

An Institute in Intergovernmental Relations

Civil Service Commission

Two 5-day programs schduled for November 16–20, 1970 and April 12–16, 1971 held at the Civil Service Commission, 1900 E Street NW.

Description

The Nation's strength and prosperity are predicated upon the health of its citizens, individually and collectively. Although the Federal Government is expected to provide leadership in this area, satisfactory standards of public health can be maintained only by a complete effort and involvement on the part of the public and private sectors of the society. The effectiveness of the public effort centers on the Federal-State-local partnership in the public health area. Although the public health service is generally thought to be the main center of health activity within the Federal Government, major health programs are found in the other constituent agencies of the Department of Health, Education, and Welfare, and among a number of Federal agencies other than HEW. Included are the AEC, NASA, OEO, SBA, VA, and the Departments of Agriculture, Defense, Interior, Justice, Labor, and State. Most of these agencies conduct health programs which involve State and local governments, and their programs in the public health field. The purpose of the institute is to explore problems that confront executives who have responsibilities for the administration of intergovernmental health programs, as well as those Federal executives whose job assignments require knowledge and understanding of intergovernmental relations, focusing on public health programs and problems.

Some of the topical areas to be considered in the institute are:

- The legal and political setting for intergovernmental cooperation.
- The public health framework—broad-gage implications.
- The current status of the Federal-State-local partnership in public health.
- State and local machinery for the administration of public health programs.
- Problems of Federal interagency coordination in the public health field.
- The private health sector and its relatedness to governmental programs and planning.
- Social change and social planning as related to the strategies and tactics of administering health programs.
- Intergovernmental relations and of the "Comprehensive Health Planning and Public Health Services Amendments of 1966," including an assessment of State and area-wide comprehensive planning.

In addition, the program encourages participants to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they relate to intergovernmental relations and the administration of public health programs.

Who May Attend

Participation in the institute is generally restricted to executives GS-13 and above (or equivalent) in any Government agency—Federal, State, or local government. *Federal agencies are encouraged to send officials from the field as well as the central office.*

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost: $190 per participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

FELLOWSHIP IN CONGRESSIONAL OPERATIONS

Civil Service Commission and The American Political Science Association

A 9-month program involving participation in an intensive orientation program and full-time work assignments beginning in November 1970.

Description

This fellowship program helps a select group of career administrators to acquire a thorough understanding of congressional operations. It is designed to give careerists a first-hand look at how Congress functions, how it is organized, and how it relates to the program and activities carried on by the executive branch. Persons selected will attend a comprehensive and intensive orientation program conducted by the American Political Science Association; engage in full-time work assignments with members of Congress and with staff members of congressional committees; and participate in weekly seminar meetings with congressional, governmental, and academic leaders.

Who May Attend

Nominees for this fellowship should be career employees in the grade range of GS–13 through GS–16 or equivalent. Each of them should be in managerial or executive positions, or be likely to be assigned to such positions in the future. Preference is given to those who are taking part in an agency's own executive development program.

How To Make Nominations

CSC nomination cards are to be submitted by authorized agency representatives by May 15, 1970, to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 by authorized agency officials. The following information should accompany each nomination: a completed Standard Form 171, a statement from the nominee's supervisor briefly describing the nominee's potential for career growth and the types of higher responsibility for which he is being prepared.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $600 per participant. Each applicant for the fellowship will be interviewed by a selection committee in early June 1970, and final selection will be announced about July 1, 1970. The full-time orientation will begin in mid-November 1970. Agencies may obtain further information by calling the General Management Training Center at 632–5662, or code 101, extension 25662.

IDEAS, AUTHORS AND GENERAL ISSUES IN LAW

Civil Service Commission

Four 1-day sessions scheduled a month apart beginning in late September 1970 and conducted at the Civil Service Commission, 1900 E Street NW.

Description

The series will focus on significant developments in the law and problems and issues that are of concern to attorneys in Federal Government in general. Outstanding books by recognized authors will be selected for the series. Participants will have the opportunity to critically examine the writings of leading authorities and to discuss the books with their authors. Also, the program will enable attorneys to develop a better understanding of general questions of law and issues affecting the nation as well as their applicability in the Federal Government environment through discussions with experts and other knowledgeable persons.

Who May Attend

Nominees for the program should be attorneys serving at the GS–13 level and above or equivalent.

How To Make Nominations

Authorized agency representatives will submit nominations to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Program announcements will be issued listing dates for the meetings, the books and issues included in the series and the deadline dates for receipt of nominations and confirmation of acceptances. Agencies may designate alternates to attend individual sessions, provided that they meet initial nomination requirements.

Other Information

The cost to participating agencies will be $125 per person registered for the series. This will include the cost of books to be provided to each participant. Additional information is available from the General Management Training Center, 632–5662, or code 101, extension 25662.

IDEAS, AUTHORS AND ISSUES IN THE REGULATORY PROCESS

Civil Service Commission

Four 1-day sessions scheduled a month apart beginning in February 1971 and conducted at the Civil Service Commission, 1900 E Street NW.

Description

The books and topics for this program will be selected primarily on the basis of their relevancy to the problems and issues confronting regulatory agencies. Participants will have the opportunity to examine matters of concern to their agencies as well as scientific and technological developments which are creating new issues and complicating the old ones. This will add to their knowledge of the regulatory process and to the further development of their professional skills. The participants will receive, for their review, the books and materials of recognized authors, scholars and other knowledgeable persons who will be invited to discuss their works.

Who May Attend

This series will be designed principally for attorneys in the regulatory agencies in grades GS–13 and above (or the equivalents in both the military and non-GS rated civilian service) who will receive priority consideration in space allotments. Attorneys from nonregulatory agencies and officials who are not attorneys may be admitted if space is available and their job responsibilities are sufficiently related to the regulatory process.

How To Make Nominations

Authorized agency representatives will submit nominations to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Program announcements will be issued listing dates for the meetings, the books and issues included in the series and the deadline dates for receipt of nominations and confirmation of acceptances. Agencies may designate alternates to attend individual sessions, provided that they meet initial nomination requirements.

Other Information

The cost to participating agencies will be $125 per person registered for the series. This will include the cost of books to be provided to each participant. Additional information is available from the General Management Training Center, 632–5662, or code 101, extension 25662.

IDEAS AND AUTHORS—MANAGEMENT AND ORGANIZATION

Civil Service Commission

Four 1-day sessions scheduled a month apart beginning in December 1970.

Description

Each year sees the appearance of a growing number of books applying the findings of social and management science research to the problems of management and organization. The purpose of this program is to provide an opportunity for Government managers to examine the most significant of these books to determine their relevance and application to public management situations. At the same time the course will provide an opportunity for the participants to raise questions about the book directly to the authors. Each participant receives a copy of all books several weeks in advance of the individual sessions. At the monthly sessions, the author discusses his book, a guest "critic" gives his comments and reactions to it, and the participants have an extended question period with the author. Out of these interchanges it is expected that a fuller statement of the ideas will emerge, as well as a clear understanding of their implications for Government managers.

Who May Attend

The program is intended for individuals currently serving in positions with significant responsibilities for program management or in providing related staff support. Nominees should be those, GS–14 level and above.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirements.

Other Information

Cost: $125 per participant. This will include the cost of the books to be provided to each participant. Agencies may obtain further information by calling 632–5662 or code 101, extension 25662.

IDEAS AND AUTHORS—PUBLIC ISSUES AND PROBLEMS

Civil Service Commission

Four 1-day sessions scheduled 1 month apart beginning in February 1971. The sessions will be held at the Civil Service Commission, 1900 E Street NW.

Description

The series focuses on significant national problems. Four outstanding books by recognized authors are selected for this series. At each of the four meetings one of the books is discussed, first by the participants in small groups, then by the participants and the author, and finally by the participants and a guest critic. The program not only encourages Federal executives to examine the writings of highly informed authors on vital national problems but also provides them with an opportunity to discuss the books with their authors as well as with critics who are knowledgeable regarding the issues to be discussed. The books are provided to each participant several weeks before the session.

Who May Attend

The program is intended for executives of public agencies who would benefit from a more incisive understanding of the national problems to be discussed. Nominees should generally be serving in positions at the GS-13 level and above in either administrative or technical work situations, including military officials.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirements.

Other Information

Cost: $125 per participant. This will include the cost of the books to be provided to each participant. Agencies may obtain further information by calling 632-5662, code 101, extension 25662.

IDEAS AND AUTHORS—SCIENCE AND GOVERNMENT

Civil Service Commission

Four 1-day sessions scheduled approximately 1 month apart beginning in February 1971 will be held at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of this program is to provide an opportunity for experienced Federal scientists and science administrators to meet informally with authors whose books constitute significant contributions to better understanding of Government science relationships and the formulation of Federal science policies. To encourage fruitful interchange between the author and participants, each participant receives a copy of each book several weeks in advance of the meetings with the respective authors.

Who May Attend

The program is intended for Federal scientists, engineers, administrators, and managers with broad responsibility for the management of Federal science programs or for participating in the formulation of agency research and engineering policies. Nominations are generally limited to those serving at grade level GS-15 and above or in comparable positions.

How To Make Nominations

Nominations should be submitted to the Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at later dates. Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirement.

Other Information

Cost: $125 per participant. This will include the cost of the books to be provided to each participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

INSTITUTE FOR EXECUTIVES IN SCIENCE PROGRAMS: SCIENCE AND GOVERNMENT POLICY

Civil Service Commission

A 5-day program offered May 10–14, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar gives scientists, engineers, and key administrators of scientific organizations an opportunity to explore important concepts and current issues pertaining to the organization and administration of Federal R&D activities. The relationship between science and government includes the determination of national goals and the formulation of federal policies affecting science.

Critical examination will be given to aspects of the science-government relationship including criteria for choice among sicentfic programs, R&D budget, technological innovation as an element of economic growth, congressional role in influencing science policy, impact of science policy on the university, and scientific manpower problems.

Who May Attend

Participation is limited to approximately 25 scientists and engineers and science administrators, GS–15 or above, who have responsibility for formulating policy or program goals for scientific, engineering, or professional programs in the physical or life sciences, or for significant research and/or development activities. Participation of personnel from field R&D installations is encouraged.

How To Make Nominations

Nominations should be submitted to the Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at later dates.

Other Information

Cost: $190 per participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

LEGISLATIVE OPERATIONS ROUNDTABLE FOR EXECUTIVES

Civil Service Commission

Two 5-day sessions scheduled for January 25–29, 1971 and May 10–14, 1971, will be held in Washington, D.C.

Description

The Roundtable is designed to provide Federal career executives with increased knowledge of the organization and operations of the Congress, the interrelationships between the legislative and executive branches, and the connection between legislative functions and agency program activities. Topics for roundtable discussions will focus on: powers, functions, and organization of the Congress; politics and congressional action; national policy formulation and pressures on the Congress; internal and external pressures on congressmen; Federal agency-congressional relations including appropriations, planning, and review of programs; trends and future of congressional executive relations within the American political system.

Who May Attend

Participation in this Roundtable will be open to about 30 Federal civilian and military executives who are at the GS–14 level (or equivalent) and above.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates

378–794 O—70——3

for receipts of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the program—$200 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 632–5662, or code 101, extension 25662.

MANAGEMENT OF AMERICA'S WATER RESOURCES: PROBLEMS-PROGRAMS-PLANNING

An Institute in Intergovernmental Relations

Civil Service Commission

Two 5-day programs scheduled for October 19–23, 1970, and February 1–5, 1971 will be held at the Civil Service Commission, 1900 E Sreet NW.

Description

The purpose of the institute is to explore some of the recent policy decisions of special import concerning water resources, important problems in water quality and resource management, recent intergovernmental efforts in planning and coordination, the developing water needs, and the relationship of water resource problems with those in allied areas of natural resources. While the program will be structured to focus on comprehensive water resources planning and program coordination, some attention will also be devoted to a system analysis of water resources, the legal and political setting for intergovernmental partnership, interagency coordination, the river basin approach to resource development, the importance of science and technology in water policy, the water issues in law and politics, the intergovernmental approach to pollution control, water as a component in metropolitan development, the Water Resources Council as a planning and coordinating body, water as a recreation resource, and the administration of grants. Participants will be encourage to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they are related to the concerns of water resources.

Who May Attend

Participation in the institute is generally restricted to executives GS–13 and above (or equivalent) in any public agency. *Agencies are* *especially encouraged to send officials from the field as well as from their central offices.*

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Agencies may designate alternates to attend individual sessions, provided that they meet initial nomination requirements.

Other Information

Cost: $190 per participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

RESIDENTIAL PROGRAM IN EXECUTIVE EDUCATION

Federal Executive Institute
Civil Service Commission

An 8-week program to be given Sunday, July 26 to Friday, September 18, 1970; Sunday, October 25 to Friday, December 18, 1970; Sunday, January 3 to Friday, February 26, 1971; Sunday, March 7 to Friday, April 30, 1971; Sunday, May 9 to Friday, July 2, 1971.

Description

The program exists to help meet education and training needs of upper echelon federal civil service employees. The upper echelon is broadly defined as employees in positions rated at grade GS–16 and above, or equivalent in other federal pay systems. The educational programs of the Institute focus on matters which relate to areas of interest in many departments and agencies rather than specialized activities of a single organization. The Institute programs supplement rather than supplant executive education efforts of other organizations or institutions in and out of Government.

The broad educational goals set for the Institute within this framework are:

- To heighten career executive responsiveness to national needs and goals.
- To increase career executive appreciation of the totality of the governmental system.
- To improve career executive knowledge of managerial processes.

The detailed content and teaching methods of each session have been altered with experience. But, the overall goals and major curriculum emphases have remained unchanged. In all sessions to date a balance has been sought and attempts have been made to interweave the major elements of the program which relate to environment of governmental programs, governmental systems and governmental management. The prime educational methods employed are:

- Lecture-discussion by resident faculty, executives in residence, government officials, academicians, and experts drawn from the private sector in both profit and non-profit organizations.
- Seminars taught by resident faculty, University of Virginia faculty and consultants.
- Workshops and laboratories led by resident faculty members and consultants.
- Policy/management studies directed by executives in residence with resident faculty and University of Virginia faculty as resources.
- Films and tapes selected by resident faculty.
- Reading materials selected by resident faculty.

Who May Attend

The "Residential Program in Executive Education" is aimed *primarily* at persons in grades GS–16 and above (or equivalent in other federal pay systems) with enrollment in each 8-week session limited to 60 people.

How To Make Nominations

Nominations for attendance at the Federal Executive Institute should be made by that person or persons in each department and agency who has greatest control over present and future work assignments of persons to be selected for attendance. In most cases each agency and department has designated one person to serve as the final authority for submission of nominations to the Institute.

When the nominating official has received the names of candidates recommended for attendance during the fiscal year from within his department or agency, he will then make his decisions about persons to be nominated as principals and alternates for shares allocated in each scheduled session. Those nominations should then be forwarded to the Director, Federal Executive Institute, Route 29 N., Charlottesville, Va. 22903, by the department or agency nominating official on Optional Form 37 obtainable from the Director of Personnel or Director of Training in each department or agency.

Other Information

Each department and agency is allocated an annual quota of shares for the Residential Program in Executive Education. A total of 60 shares is available in each of five scheduled eight-week sessions for the fiscal year. The 300 shares available annually are distributed in such a way as to provide the greatest possible variety of agency representation in each scheduled session. The cost to a department or agency is $3,250 for each share which covers the full cost of tuition, room and board expenses while at the Institute during the eight-week period of each session.

STATE GOVERNMENT AND ADMINISTRATION: PROGRAMS—PROBLEMS—PLANNING

An Institute in Intergovernmental Relations

Civil Service Commission

Two 5-day programs scheduled for December 14–18, 1970 and May 10–14, 1971, will be held at the Civil Service Commission, 1900 E Street NW.

Description

Because of rapid changes in political and governmental institutions, there is a need for updated information on the progress by the States to improve their capabilities for effective cooperation in intergovernmental programs. As intergovernmental programs become of increasing practical importance in the daily lives of all citizens, it magnifies the need for current knowledge of intergovernmental relations by Federal administrators who are responsible for executing national policies. It is also essential that there be an exchange of experiences gained by administrators in the performance of functions arising from intergovernmental programs. The specific purpose of this institute is to explore problems that confront administrators who have responsibilities for intergovernmental programs or whose program responsibilities may relate to intergovernmental relations. Special emphasis will be placed on State government and administration. The length of the institute restricts it to a selective treatment of illustrative problems and programs in the functional areas of intergovernmental relations. The sessions will be structured to devote considerable attention to:

- The theoretical, legal and political setting for intergovernmental relations.
- State and local mechanisms for administering federally sponsored programs.
- Executive participation in intergovernmental policymaking; the Federal agency as an instrument of intergovernmental relations.
- Fiscal and economic problems in intergovernmental relations.

- Federal, State, local cooperation in selected functional areas, e.g., health, education, natural resources, crime control, transportation, etc.
- The regional approach to intergovernmental relations.
- Intergovernmental programs and problems of adequate personnel and staff at the State level.
- Intergovernmental relations and the future of State government and administration.

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost: $190 per participant. Agencies may obtain further information by calling (202) 632–5662 code 101, extension 25662.

SEMINAR FOR THE URBAN SPECIALIST FEDERAL—STATE—LOCAL

Department of Housing and Urban Development

A 2-week seminar to be offered once each quarter beginning September 1970 at the Department of Housing and Urban Development, 451 7th Street SW., Washington, D.C. 20410.

Description

This course is designed to bring together specialists working in various aspects of urban development. Through a variety of educational techniques, in which the participants play key roles, it stresses that a cooperative and interdisciplinary approach will lead to more effective decision making in the urban development process. The seminar also introduces concepts which will better enable participants to understand the urban development process in a total framework.

Who May Attend

This program is designed primarily for and open to those Government specialists and public administrators on the Federal, State, and local levels who are involved in the urban development process, GS–13 through GS–15, or equivalent. Participant specialists should be from occupational areas such as: Architecture, highway and urban transportation, engineering, housing, health, education, community and intergroup relations, and urban manpower planning.

How To Make Nominations

Nomination made by Federal agencies should be submitted through authorized agency representatives to the Department of Housing and Urban Development, Office of Personnel, Attention: Director, Employee Development and Training, 451 7th Street SW., Room 2150, Washington, D.C. 20410, using Optional Form 37 for this purpose. Nominations from State and local agencies may be made by writing the Department of Housing and Urban Development. (See complete address above.)

Other Information

Specific dates, locations and cost will be announced at the beginning of each quarter starting September 1970. Further information may be obtained by calling area code 202, 755–5470, or code 138–55470.

THE METROPOLITAN AREA—PROBLEMS, PROGRAMS, PLANNING: AN INSTITUTE IN INTERGOVERNMENTAL RELATIONS

Civil Service Commission

Two 5-day programs to be held March 15–19, 1971, and June 7–11, 1971, at the Civil Service Commission, 1900 E Street NW.

Description

This institute will explore selected programs, problems, and plans of the metropolitan area in the framework of cooperative federalism. Sessions will be devoted to: the metro-social setting; patterns of urban governmental structure and organizations; administration of new Federal economic and social programs; interagency coordination; problems of providing quality personnel in metropolitan administration; desegregation problems in housing and education; intergovernmental approach to transportation in the metropolitan area; urban and community development; problems of financing programs in the metro-urban area; civil disorder, crime and delinquency in the urban community; the role of the private sector as well as future prospects of new federalism in response to metro-urban problems. Participants will be encouraged to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they are related to the metropolitan situation.

Who May Attend

Participation in the institute in generally restricted to executives GS–13 and above (or equivalent) in any public agency—Federal, State, or local government. *Federal agencies are encouraged to send officials from the field as well as from the central offices.*

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost $250 per participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

THE ROLE OF THE FEDERAL MANAGER IN EQUAL EMPLOYMENT OPPORTUNITY

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides increased factual understanding of the background of discrimination and equal employment opportunity; a greater appreciation of the effects of discrimination; and information on how to develop and carry out a positive equal employment program in conformance with national policy.

Who May Attend

Supervisors and managers, GS–12 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

URBAN TRANSPORTATION PLANNING COURSE

Department of Transportation

A 2-week course offered three times a year, tentatively scheduled for October 1970, March 1971, and May 1971, NASSIF Building, 400 Seventh Street SW.

Description

The course is designed to impart a working knowledge of selected urban travel forecasting techniques and procedures. These techniques and procedures are presented through a series of lectures and workshop sessions set in a framework of the urban transportation planning process. Included in the presentation are such items as traffic assignment, travel forecasting (including mass transit), trip generation, trip distribution, and network evaluation, as well as an introduction to economics, population, and land use analyses.

Who May Attend

Persons who are closely connected with transportation planning.

How To Make Nominations

Nominations should be made by phone to Mrs. Janice Stout, 962–3356 or code 13–23356.

Other Information

There is no cost for the course. All necessary instructional materials are provided.

Middle Management and Executive Development

ADVANCED MANAGEMENT SEMINAR

Civil Service Commission

Four six-day programs scheduled for November 1–6, 1970, January 17–22, 1971, February 14–19, 1971, and May 2–7, 1971 will be held at a residential site.

Description

More than ever before the government executive finds himself faced with complex managerial and planning problems. He is asked to deal with these through a growing number of new systems approaches, mathematical techniques, and programming and budgeting procedures which constitute the changing body of administrative practices. He is also expected to solve problems through the contributions of diverse individuals and groups.

The critical issue with which practical-minded managers must deal is how various theories, techniques and strategies can be brought to bear on the real problems of government management.

The Advanced Management Seminar is designed to bring together the various theories, techniques, and strategies of management into a unified approach to government administration and to enable managers to apply these theories, techniques, and strategies in a useful, realistic, and results-oriented fashion, through better understanding and development of their own styles of management.

The seminar's integrative approach seeks to provide the participant with a better understanding of:

- The criteria for sound planning and decision making
- The means of applying what he has learned to his own situation
- The techniques for developing an effective organization from a group of diverse individuals

The seminar itself is built upon a series of intensive workshop activities carried out in small groups. Working in these small groups the participants go through a number of planning, problem-solving, and decision-making projects in which they have to utilize their resources to reach agreed-upon goals. Thus, each person is constantly engaged in systematic problem solving and decision making while striving for effective interpersonal exchange and team development.

Who May Attend

Approximately 30 executives (GS 14–18) responsible for directing major programs will be accepted for each session.

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The seminar will be held at a residential site. Participants will need to make arrangements with their agencies for travel and per diem. Arrangement for accommodations will be made by the Civil Service Commission; however, participants will be billed individually for room and board. Further information will be sent to participants as nominations are accepted. The cost to the agency will be $235 per person. Further information may be obtained by calling code 202, 632–5662, or code 101, extension 25662.

EXECUTIVE SEMINAR CENTERS

Civil Service Commission

In cooperation with more than 50 Federal agencies, the Civil Service Commission operates two residential facilities for the development of mid-career executives in Government. One of these centers is located in Berkeley, Calif.; the other at Kings Point, N.Y.

Description

The courses offered at the centers are designed to broaden conceptual understanding and to enhance the administrative abilities of mid-level executives. A brief description of each course follows:

1. Administration of Public Policy—examines policy formulation and execution.
2. Environment of Federal Operations—gives an overall view of the influence of public opinion and special group interests in shaping public policy.
3. Federal Program Management—explains interagency administration of public programs and relationships between various branches of the Government.
4. Management of Organizations—deals with the organizational environment in which Federal managers work, their roles and the nature of staff operations.
5. The National Economy and the Federal Executive—deals with the theory and substance of Government involvement in various areas of economic life.
6. Social Programs and Economic Opportunities—examines relationships among diverse social and economic needs in American society which have come to be reflected in programs, policies and administrative actions of Government.
7. International Affairs and Federal Operations—acquaints the career executive with basic concepts associated with the development of American foreign policy, the conduct of foreign affairs, and the international pressures which influence domestic policymakers.
8. Effects of Technological Development—deals with the continuing role of the Federal Government in scientific undertakings and the effect of technological change on national goals and objectives.
9. Administration of National Security Policy—explores the complex problems involved in the administration of national security policy.
10. Intergovernmental Programs and Problems—studies the relationships between nations, State and local jurisdictions in

matters such as civil rights, Federal judicial review over State legislations, and constitutional interpretations of the relative jurisdiction of State authority and Federal authority.

11. Management of America's Resources—explores the economic, social, and political involvements and roles of the national Government related to use and conservation of our natural resources.

Who May Attend

The Executive Seminar Center curriculum is aimed primarily at those in grades GS–14 and 15 (or equivalent), but carefully selected persons at GS–13 and above GS–15 are eligible to attend. There are no age or education prerequisites; but based on experience, the most favorable response has been from those who are college graduates, those who have recently engaged in self-development, and those who have had a variety of assignments.

How To Make Nominations

All participant spaces at both centers are reserved on an annual basis through negotiations between the Civil Service Commission and designated agency representatives at Washington, D.C. Each representative is given a supply of center brochure and schedules; therefore, interested persons should indicate their interest to them.

Other Information

Inquiries about these centers may be addressed to the Assistant Director for Training Operations, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415, telephone 632–6201 or code 101, extension 26201.

EXECUTIVE SEMINAR IN DECISION-MAKING TECHNIQUES

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to examine applications of mathematical and statistical techniques in the solution of management problems. It is not intended to make technical specialists out of managers but rather to develop experienced and competent consumers of modern techniques of analysis for decisionmaking. The participants are presumed to have substantial general and recent knowledge of algebra, finite mathematics, and statistics. Topics to be covered are: (a) decisionmaking; (b) classification of mathematical aids; (c) development and utilization of decision strategies; (d) mathematical programing; (e) statistical decisions; (f) probability distributions; (g) statistical decisionmaking techniques; and (h) guidelines for use. A comprehensive set of notes, including lecture outlines, selected reprints of articles and sample problems will be provided to each participant.

Who May Attend

Career managers and senior staff personnel, GS-13 and above, or equivalent, are eligible for nomination. Prior attendance in the Mathematics for Managers course, or its equivalent, is recommended for realizing the full potential of the program.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C., 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of each session. Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101. extension 25600.

MANAGEMENT AND GROUP PERFORMANCE

Civil Service Commission

A 1-week program offered 3 times per year at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to provide new and experienced managers, above the first level of supervision, with a greater insight into the nature of their jobs and with a conceptual framework which will allow them to approach the managerial job on a logical, rational, rather than intuitive basis. Participants will analyze their jobs in terms of what they do, how they do it, and why they do it the way they do; and will practice and evaluate other ways of performing the managerial job. Topics covered include: An analysis of the managerial job, how supervisory and managerial jobs differ, how we manage and why we manage as we do, monitoring the managerial world, elements of successful negotiations with line and staff, managing conflict and inducing cooperation, and establishing, maintaining, and using communications. Precourse preparation includes assigned reading and answering a questionnaire dealing with the participants' work activities.

Who May Attend

Since the course is designed specifically for managers, nominees should be above the first level of supervision; typically, they should direct the activities of subordinate supervisors and work groups. Within these guidelines, managers at GS-12 and above may be nominated.

How To Make Nominations

Nominations should be submitted, in priority order, to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Detail nomination procedures and deadline dates are published in individual announcements.

Other Information

The cost of this program will be $125 per participant, which prorates the cost of the program among the participating agencies. Organizations nominating more than one individual should indicate the priority order in which their nominees should be considered. Substitutions may be made up to the beginning of the program, but since substitutes who are designated late will be unable to complete the advance reading for the program, agencies are requested to make as few substitutions as possible. Class size will be restricted to 20 participants. Inquiries should be directed to the Director, General Management Training Center, 632-5671, or code 101, extension 5671.

MANAGEMENT AND GROUP PERFORMANCE: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW., and at various of the Civil Service Commission Regional Offices.

Description

This institute is designed to equip agency instructors to present the Civil Service Commission course, Management and Group Performance. The fundamental concepts supporting the course structure will be examined in detail. Workshop experience will be gained in dealing with the more difficult portions of the course. Participants who successfully complete the institute by demonstrating their understanding of the subject matter and their ability to present the material as specified will receive a copy of the Instructor's Guide to Management and Group performance and a certificate authorizing them to instruct the course.

Who May Attend

Attendance is conditional upon prior attendance at a regular presentation of Management and Group Performance. A high level of skill in conference leadership is particularly important to successful performance.

How To Make Nominations

Arrangments to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, or by calling 63–25671, or code 101, extension 25671.

Other Information

The cost to the agency will be $250 per participant. A minimum of three participants will be required to schedule an institute.

MANAGEMENT AND THE NEGOTIATED AGREEMENT

Civil Service Commission

A 3-day course to be held three times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides Federal managers and their staff assistants with an appreciation of the need to develop sound relations with labor organizations, and an understanding of their obligations, authorities, and appropriate conduct under Executive Order 11491.

Who May Attend

Managers and their staff assistants who are responsible for directing the work of major segments of agency programs. It is expected that participants will be living under a negotiated agreement or anticipate an agreement in the near future.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

MATHEMATICS FOR MANAGERS

Civil Service Commission

An 11-week program scheduled two times per year at the U.S. Civil Service Commission, 1900 E Street NW. The class will meet 1 day each week, in two 3-hour segments, from 9 a.m. to 12 noon and from 1 p.m. to 4 p.m. for a total of 66 classroom hours. A similar program is conducted by the San Francisco Civil Service Commission Region.

Description

This is a compact survey course of mathematics for executives. It can serve as either a refresher in or an introduction to major divisions of contemporary applied mathematics. It covers algebra, trigonometry, analytic geometry, calculus, vectors, matrices, set theory, logic, Boolean algebra, probability, statistics, and other related topics. A detailed syllabus, including problems developed by the faculty specifically for the course, will provide the principal medium for instruction. Homework assignments will be made following each session to reinforce classroom presentation. At the conclusion of the course participants will have sufficient understanding of the essential elements of practical mathematics to: (1) Communicate effectively with specialists; (2) read and comprehend quantitatively oriented texts and reports; (3) recognize problems amenable to mathematical approaches; and (4) interpret intelligently and evaluate with confidence the net results of such approaches.

Who May Attend

Career executives, GS–14 and above or equivalent, are eligible to attend. An understanding of basic algebra either brought to the program or gained through class and home study, will serve as a basis for much of the mathematics presented.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

378–794 O—70——4

MATHEMATICS FOR MIDDLE MANAGERS

Civil Service Commission

An 8-week program scheduled two times per year at the U.S. Civil Service Commission, 1900 E Street NW. The class will meet 1 day each week for 7 weeks and on 3 consecutive days during the eighth week. Two 3-hour units of instruction will be covered each day from 9 a.m. to 12 noon and from 1 p.m. to 4 p.m. for a total of 60 classroom hours.

Description

This program is designed to provide a practical survey and introduction to mathematics and calculus; statistics and probability; and of applications of modern analytical techniques for middle managers. It covers such topics as real numbers and their uses; elementary functions; analytical geometry; elementary calculus; methods of optimization; Boolean algebra; probability; statistical methods; approaches to management decisionmaking; techniques of quantitative analysis; and construction and use of models. A detailed syllabus containing practical problems will provide the principal medium for instruction. Homework assignments will be made following each session to reinforce classroom instruction. At the conclusion of the course, participants will have sufficient understanding of the essential elements of mathematics to (1) more readily recognize management problems amenable to mathematical-statistical approaches; (2) more effectively communicate with managers and specialists; and (3) comprehend and utilize quantitatively oriented reports.

Who May Attend

Career middle managers, GS-9 to GS-13, or equivalent, are eligible to attend. An understanding of basic algebra either brought to the program or gained through class and home study, will serve as a basis for much of the mathematics presented. Preference will be given to those participants whose work requires a practical knowledge of applied mathematics and statistics.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202. 632–5600, or IDS code 101, extension 25600.

MIDDLE MANAGEMENT INSTITUTE

Civil Service Commission

A 1-week program to be held once each quarter during fiscal year 1971, to be held at the Civil Service Commission, 1900 E Street NW.

Description

The institute will provide a broad view of Government operations and the functions of management. It will serve as an updating experience and review for the experienced manager, and an introduction for the new manager. The institute is built around core subject matter of fundamental modern management theory and practice. Emphasis is given to the functions of: Planning, controlling, organizing, staffing, communicating, directing, and decision-making. Other topics may be included to give current perspective or because of their particular topical interest. Examples of these might be: Planning, programing, budgeting systems; intergovernmental relations; and science and Government. Guest lecturers and small group workshops are the methods of presentation. Assigned readings are also provided.

Who May Attend

The institute is designed for persons serving in management fields or programs, GS–11 to GS–14, or equivalent, who have demonstrated ability and shown potential for holding more responsible management positions.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of institutes will be published in announcements issued prior to the offering of institutes.

Other Information

The cost to the agency will be $125 per participant. Substitutions of eligible participants may be made up to the beginning of the program.

Further information may be obtained by calling 632–5671, or code 101, extension 25671.

MODELS FOR MANAGEMENT DECISIONS

Civil Service Commission

A 5-day seminar conducted 2 days the first week and 1 day during each succeeding week, in Washington, D.C., twice a year. A similar program is offered in the Philadelphia and San Francisco Civil Service Commission regions.

Description

This course is designed to provide participants with a working knowledge of models for management decisions. It will develop a comprehension of relationships between quantitative elements in problems amenable to systems analysis. Stress is on the approach, understanding, and application, rather than the mathematical computations.

Who May Attend

This program is intended for line and staff managers, analysts, and others concerned with programs that contain multielements of resources with various levels and mixes of outputs. Participation is open to Federal, State, and local government officials. There are no grade level restrictions; however, participants should have some aptitude for dealing with numerical concepts and should not be uncomfortable with quantitative measures of outputs and inputs.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

POSITION CLASSIFICATION FOR MANAGERS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Explains the values of sound position classification in achieving overall program goals; outlines the responsibilities of managers in the classification process, in relation to the classification staff and to their own subordinates; discusses means of achieving closer cooperation between managers and the classification staff.

Who May Attend

Supervisors and managers, GS-13 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

SUPERVISION AND THE NEGOTIATED AGREEMENT

Civil Service Commission

A 3-day course held three times a year at the Civil Service Commission, 1900 E Street NW.

Description

Companion course to Management and the Negotiated Agreement, designed to provide supervisors with an appreciation of the scope and intent of the Federal labor-management relations program, their rights and responsibilities, and the nature and consequences of changed relations.

Who May Attend

First and second line supervisors who are currently working under a negotiated agreement or expect to be in the near future.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

THE MANAGER'S ROLE IN EMPLOYEE DEVELOPMENT

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Introduces the Federal manager to concepts and principles which will enable him to understand the learning and training process, and to utilize these concepts and principles both in self-development and the development of his subordinates.

Who May Attend

Managers at GS–13 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

THE ROLE OF THE MANAGER IN PERFORMANCE EVALUATION

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission, 1900 E Street, NW.

Description

Treats performance evaluation as a continuing rather than an annual responsibility; discusses establishment of performance standards, evaluation interviews, incentive awards, and motivation.

Who May Attend

Managers, GS–13 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

THE ROLE OF THE MANAGER IN STAFFING

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Outlines Federal examining, recruitment, and selection procedures from the point of view of information needed by those who are not personnel specialists; discusses personnel measurement techniques in terms of their value to the manager; explains current developments in qualification standards, job design, and manpower utilization.

Who May Attend

Managers, GS–13 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

Management Development for Scientists and Engineers

INFORMATION TOOLS, METHODS, AND RESOURCES IN SCIENCE AND TECHNOLOGY

Civil Service Commission

A 1-day program offered as needed at the Civil Service Commission, 1900 E Street NW.

Description

The information explosion in scientific and engineering literature has had its effects on the modern scientist. He is almost incapable of keeping informed, even in his own field. This seminar is designed to increase his awareness of the literature available both within and out of Government. An in depth discussion of the information tools, the methods of retrieving information, and the resources that the modern scientist can draw upon will be presented. Topics will include: relating tools of information gathering; methods of easily obtaining information; actual resources available from the governmental, university and private sectors.

Who May Attend

The seminar is open to all scientists and engineers concerned with keeping abreast of the information explosion.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date for each program to: Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program, prorated among the participating agencies, will be $50 per participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

MANAGEMENT INSTITUTE FOR SUPERVISORY SCIENTISTS AND ENGINEERS

Civil Service Commission

A 5-day program offered October 5–9, 1970 at the Civil Service Commission, 1900 E Street NW.

Description

This institute is a survey of management concepts which allows the firstline supervisor to become acquainted with the language and methodology of management. The program will examine the special nature of the managerial job in R&D and other engineering and scientific organizations by identifying the unique motivational characteristics of technical personnel, by discussing the impact of organizational structure on the productivity of scientific and engineering groups and by exploring the leadership patterns best designed to release and accelerate creativity. The program will also take up such topics as the flexibilities of the Federal personnel system in managing scientists and engineers, career development concepts, and the administrative and financial practices which permit the most effective direction and control of technical projects. The staff for the program is drawn from Government agencies, leading industrial organizations, and universities.

Who May Attend

The program is intended for firstline supervisors in charge of a working technical group or individual scientists or engineers who are about to assume supervisory responsibility. Normally, this survey course is preceded by Introduction to Supervision for Scientists and Engineers and/or Supervisory Development for Scientists and Engineers. Participants have generally been GS–12 through GS–14.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date of each program to: Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program, prorated among the participating agencies, will be $150 per participant. Agencies may obtain further information by calling 632—5662, or code 101, extension 25662.

MANAGEMENT OF SCIENTIFIC AND ENGINEERING ORGANIZATIONS

Civil Service Commission

A 5-day program offered April 5–9, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

The program is designed to increase awareness of the nature and scope of management responsibility and to suggest ways that the technically trained executive can perform more effectively in his important role as manager and administrator. It is conducted as an advanced seminar, with discussions focusing on such topics as: management planning for R & D; directing and developing human resources; communication requirements of modern science and technology; management of in-house resources and contract programs; operational environment of scientists and engineers in Government; comparison of R & D management in other areas; formulating and administering science and engineering budgets; behavioral science research and its implications for managers of technical programs.

Who May Attend

Participation in this program is limited to approximately 25 scientists and engineeers, generally GS–15 and above, or equivalent, who have management responsibility for science or engineering programs.

How To Make Nominations

Nominations should be submitted to the Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at later dates.

Other Information

Cost: $190 per participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

SUPERVISION AND GROUP PERFORMANCE FOR THE ENGINEER AND SCIENTIST

Civil Service Commission

A 5-day program offered as needed at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed for the scientist or engineer who recently has made the transition from the bench into management. An introduction to modern concepts of effective supervision, based on recent findings of social science research is presented by presentations, readings and cases, role-playing, and group participation followed by a thorough discussion of each topical area. Topics covered include: the job, placement and promotion, why people behave as they do, leadership, why groups act as they do, analysis of a work situation, steps to major change, orientation of new workers, learning, performance appraisal, and discipline.

Who May Attend

Participation is intended for firstline supervisors. Preferably, nominees should be in direct charge of employees who do the work in their organization.

How To Make Nominations

Nominations should be submitted to the Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Cost: $125 per participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

First-Line Supervision

BASIC MANAGEMENT TECHNIQUES I

Civil Service Commission

A 1-week program offered 8 times a year at the Civil Service Commission, 1900 E Street NW.

Description

This course will examine in considerable detail the management processes of planning, scheduling, organizing, and controlling. Each topic will be presented by lecture, demonstration and brief reading followed by supervised workshop experience. The aim in every case is the development of a specific management skill. Topics to be covered include: The Responsibilities of Supervisors; the Planning Process; the Rationale of Organization; Basic Departmentation; Assignment of Work and Work Distribution; the Scheduling Process; Principles of Direction; the Order Giving Process; Simplified Critical Path Method; Control Techniques; Graphic Planning Devises (including "Gantt" charts and Document Distribution charts); and Planning Personal Time. Basic Management Techniques I, together with Introduction to Supervision, Supervision and Group Performance, and Basic Management Techniques II are designed for use in establishing management development programs for firstline supervisors.

Who May Attend

The program is designed for firstline supervisors, and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of courses will be published in announcements issued prior to the offering of courses.

Other Information

The cost of the program will be prorated among the participating agencies. This will be $135 per participant. Classes are limited to 20 participants. Further information may be obtained by calling 632-5671, or code 101, extension 25671.

BASIC MANAGEMENT TECHNIQUES I: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 3-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW.

Description

This institute is designed to equip agency trainers to present the Civil Service Commission course: Basic Management Techniques I. The course materials and supporting information will be examined in detail, followed by discussion and workshop experience with the more difficult portions of the course. Instructors successfully completing the institute will be presented copies of the Instructor's Guide and will be certified as instructors for Basic Management Techniques I.

Who May Attend

Attendance is conditioned upon prior attendance in a regular presentation of Basic Management Techniques I. A background in management analysis or associated management staff activities, seems to be essential in order to present the course successfully.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contracting Director, General Management Training Center, or by calling 632–5671, or code 101, extension 25671.

Other Information

The cost to the agency will be $225 per participant. A minimum of five participants will be required to schedule an institute. Participation will be limited to eight.

BASIC MANAGEMENT TECHNIQUES II

Civil Service Commission

A 1-week program presented 4 times a year at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to develop specific management skills and considers in detail the responsibilities of Federal service. Emphasis is placed on communication problems and techniques, program planning and budgeting, personnel management, conference leadership, interviewing, performance evaluation, principles of inductive problem solving and decision making. Course materials are presented by lecture, demonstration, brief reading and workshop experience. Basic Management Techniques II, together with Introduction to Supervision, Basic Management Techniques I, and Supervision and Group Performance are designed for use in establishing management development programs for first line supervisors.

Who May Attend

The program is designed for supervisors GS–11, or equivalent, through GS–15. This course is designed for supervisors and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of courses will be published in announcements issued prior to the offering of courses.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $135 per participant. Classes are limited to 20 participants. Further information may be obtained by calling 632–5671, or code 101, extension 25671.

BASIC MANAGEMENT TECHNIQUES II: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 3-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW.

Description

This Institute is designed to equip agency trainers to present the Civil Service Commission Course: Basic Management Techniques II. The course, materials, and supporting information will be examined in detail, followed by discussion and workshop experience with the more difficult portions of the course. Instructors successfully completing the institute will be presented copies of the Instructor's Guide and will be certified as instructors for Basic Management Techniques II.

Who May Attend

Attendance is conditional upon prior attendance of a regular presentation of Basic Management Techniques II. A background in personnel administration or related activity is desirable.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, or by calling 632–5671, or code 101, extension 25671.

Other Information

The cost to the agency will be $225 per participant. A minimum of five participants will be required to schedule an institute. Participation will be limited to eight.

INTRODUCTION TO SUPERVISION

Civil Service Commission

A 1-week program offered 12 times a year at the Civil Service Commission, 1900 E Street NW.

Description

The newest of the four first level supervisory courses, Introduction to Supervision, joins Basic Management Techniques I, Supervision and Group Performance and Basic Management Techniques II to form the basis of a supervisory development program offered by the General Management Training Center. This course is designed to provide the new supervisor with a foundation in the principles and practices of supervising employees. It introduces him to the basic legal requirements affecting the management of government employees and to selected managerial concepts and techniques which can be studied at greater depth in the more advanced courses mentioned above. Topics covered include: Personnel Management and the Supervisor; Merit Promotion; Sociology of Work, Employee Management Cooperation; Principles and Practice of Supervision; Dynamic Leadership; Processes of Problem Solving; Training for Results; Health Safety and Accident Prevention; Equal Employment Opportunity; Improving Communication; Self-Development.

Who May Attend

This course is meant for the employee who is about to or has recently made the transition to a first level supervisory position. It is also of benefit to experienced firstline supervisors who have not yet had formal training.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of courses will be published in announcements issued prior to the offering of the course.

Other Information

Participants are expected to attend all sessions of the course. Classes are limited to 20 members. The cost to each agency is $135 per participant. Further information can be obtained by calling 632–5671, or 101, extension 25671.

INTRODUCTION TO SUPERVISION: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered eight times a year at the Civil Service Commission, 1900 E Street NW., and at various times at the Civil Service Regional Offices.

Description

The Institute for Trainers is for the purpose of developing instructors to lead Introduction to Supervision. Course materials and supporting information are examined in detail, and members practice by leading various sections of the course. Each practice session is followed by a critique. Instructors successfully completing the institute will be presented copies of the Instructor's Guide and will be certified as instructors of Introduction to Supervision.

Who May Attend

Prior attendance of a regular presentation of Introduction to Supervision is required for participation in an Instructors Institute. Skill in conference leadership is important for successful performance.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost to the agency will be $250 per participant. A minimum of three participants will be required to schedule an institute.

PERSONNEL MANAGEMENT FOR SUPERVISORS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Covers knowledges the first-line supervisor should have concerning personnel processes and principles for effective performance of his job, including the supervisor's role in the selection, orientation, and development of employees; maintaining morale and productivity; performance evaluation; adverse actions; and relations with the operating personnel office.

Who May Attend

First-line supervisors GS-7 through 12 (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Manage-

ment Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

SUPERVISION AND GROUP PERFORMANCE

Civil Service Commission

A 1-week program offered 12 times a year at the Civil Service Commission, 1900 E Street NW.

Description

Supervision and Group Performance will introduce experienced supervisors to modern concepts of effective supervision, based on recent findings of social science research. Brief presentations or readings and group participation exercises are followed by a thorough discussion of each topical area, and participants analyze the application of the concepts to practical supervisory situations. Topics covered include: The Job; Placement and Promotion; Why People Behave as They Do; Leadership; Why Groups Act as They Do; Analysis of a Work Situation; Steps to Supporting and Remedying; Steps to Major Change; Orientation of New Workers; Learning; Performance Appraisal; and Discipline. Supervision and Group Performance, together with Introduction to Supervision, and Basic Management Techniques I and II is designed for use in establishing management development programs for firstline supervisors.

Who May Attend

This course is for firstline supervisors. Accordingly, nominees should be in direct charge of employees who do the work in their organizations. Participants are divided into classes with similar grade levels, i.e., grades GS-12 and below or GS-11 and above.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates of courses will be published in announcements issued prior to the offering of courses.

Other Information

Participants are expected to attend all sessions. Classes are limited to 20 members. The cost to each agency is $125 per participant. Further information can be obtained by calling 632–5671, or code 101–25671.

SUPERVISION AND GROUP PERFORMANCE

National Bureau of Standards, Department of Commerce

A 1-week program offered four times a year at the National Bureau of Standards, Gaithersburg, Md.

Description

Supervision and Group Performance will introduce supervisors to modern concepts of effective supervision, based on recent findings of social science research. Brief presentations or readings and group participation exercises are followed by a thorough discussion of each topical area, and participants analyze the application of the concepts to practical supervisory situations. Topics covered include: The Job; Placement and Promotion; Why People Behave as They Do; Leadership; Why Groups Act as They Do; Analysis of a Work Situation; Steps to Supporting and Remedying; Steps to Major Change; Orientation of New Workers; Learning; Performance Appraisal; and Discipline.

Who May Attend

This course is designed for first line supervisors. Accordingly, nominees should be in direct charge of employees who do the work in their organizations. Participants are divided into classes with similar grade levels; i.e., grades GS–12 and below or GS–11 and above.

How To Make Nominations

Nominations should be submitted by authorized suburban Maryland agency officials in priority order to: Mrs. Virginia Maxwell, Registrar, National Bureau of Standards Graduate School, Washington, D.C. 20234. Classes are limited to a maximum of 20 participants. Dates of courses will be announced in the Interagency Training Programs Quarterly Calendar.

Other Information

Participants are expected to attend all sessions. The cost to each agency is $90 per participant. Further information may be obtained by calling 921-3421 or code 164-3421.

SUPERVISION AND GROUP PERFORMANCE: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered "as needed" at the Civil Service Commission, 1900 E Street NW., and at various of the Civil Service Regional Offices.

Description

This institute is designed to equip agency instructors to present the Civil Service Commission course: Supervision and Group Performance for agency supervisors. The fundamental concepts supporting the course structure will be examined in detail, followed by workshop experience with the more difficult portions of the course. Participants who successfully complete the institute by demonstrating their understanding of the subject matter and their ability to present the material will receive a copy of the Instructor's Guide to Supervision and Group Performance and will be certified as course instructors.

Who May Attend

Attendance is conditional upon prior attendance at a regular presentation of Supervision and Group Performance. A high level of skill in conference leadership is particularly important to successful performance.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as fare in advance as possible by contacting Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, or by calling 63-25671, or code 101, extension 25671.

Other Information

The cost to the agency will be $250 per participant. A minimum of three participants will be required to schedule an institute.

PROBLEMS AND CHALLENGES SUPERVISION OF LOW-SKILLED EMPLOYEES

Civil Service Commission

A 3-day program to be given quarterly, at the Civil Service Commission, 1900 E Street NW.

Description

The program stresses the principle that meaningful employment can fulfill a variety of basic needs. There is some analysis of past and current experiences that have proven productive: Topics include: (*a*) Management commitment; (*b*) value systems; (*c*) acceptance and orientation; (*d*) job instruction; (*e*) coaching and reinforcement; and (*f*) evaluation methods. Films, case studies, workshop exercises, and role playing involve supervision in situations that simulate real problems.

Who May Attend

This course is designed to meet the needs of supervisors at any level who have responsibility for the orientation, training and development, and work performance of low-skilled workers.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, General Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Accepted nominations will be confirmed in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the course announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $90 per employee. Agencies will be billed for all accepted nominees unless formal cancellations are received by the announced cancellation date. Substitutions of eligible participants may be made up to the beginning of the program. Further information may be obtained by calling 632-5671 or code 101, extension 25671.

BASIC CONCEPTS IN GOVERNMENT OPERATIONS

Civil Service Commission

A 1-week program to be held July 12–16, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This weeklong program, for recently hired college graduates, is designed to complement agency orientation efforts providing an extended opportunity to explore how the Federal Government is organized and how it operates. The program analyzes the nature of Federal employment and relates the participants' individual jobs not only to their agency, but to the executive branch as a whole. An operational view of Government is presented by experienced officials and managers. Through lectures and discussion sessions, the participants gain an understanding of the formation and administration of public policy. Career development concepts and information useful to young entry-level professionals is also presented.

Who May Attend

Nominees for this program should be career employees at entrance level, GS–5 through GS–9, in administrative, technical, and professional occupations.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives by June 25, 1971 to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $95 per participant. Agencies may obtain further information by calling 632–5662 or code 101, extension 25662.

INTRODUCTION TO GOVERNMENT FOR SCIENTISTS AND ENGINEERS

Civil Service Commission

A 3-day program offered November 2–4, 1970 at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to give the entry-level scientist and engineer a perspective about his role in government. An overview of the nature and diversity of governmental R. & D. and the scientist's responsibilities in implementation of policy will be examined by leading resource personnel from Federal agencies and universities. Methods and techniques necessary for the government scientist to perform successfully within the Federal environment will be stressed.

Who May Attend

The entry-level engineer or scientist who contemplates advancement into the realm of scientific management is eligible for nomination.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date for each program to: Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program, prorated among the participating agencies, will be $100 per participant. Agencies may obtain further information by calling 632–5662, or code 101, extension 25662.

MANAGEMENT INTERN LECTURE AND SEMINAR PROGRAM

Civil Service Commission

A 3-month program to be held periodically from September through December 1970. The program features a combination of lectures and small group seminar meetings. Some lectures and seminars will be clustered during one week early in the program. Additional seminars, exploring subjects of interest to each group, will be scheduled periodically during the remainder of the program. Interns participate in planning the seminars.

Description

The objective of this program is to supplement intern training within Federal agencies in ways that will: Increase knowledge and deepen understanding of the processes and institutions of democratic government; broaden perspectives concerning the role of the Federal Government and the ways in which its policies are set and its programs executed; and encourage professional attitudes and a spirit of public service.

The program serves to complement agency training with the lecture series, furnish opportunity for active involvement and discussion with a variety of people in the seminars, and encourage self-development in these ways and through the readings provided. Seminars are typically held with prominent men from the three branches of government, university professors, journalists, local government officials, and representatives from industry, foundations, or other private organizations. Interns manage most of the arrangements for seminars themselves, with guidance available from advisors.

Who May Attend

All persons appointed in 1970 from the management intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the management intern register. Other employees, GS–5 through GS–9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and qualifications of the individual match those expected of management interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives by September 4, 1970, to: Director, General Management

Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost to the agency will be $95 per participant. Substitutions of eligible participants may be made up to the beginning of the program. Further information may be obtained by calling 632–5662, or code 101, extension 25662.

ADP ORIENTATION

Civil Service Commission

A 1-week program to be conducted September 14–18, 1970 and May 17–21, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to provide introductory knowledge of the uses and potential of automatic data processing systems. The primary topics include: (*a*) Capabilities and components of computers; (*b*) ADP systems analysis and design; (*c*) computer programing concepts; (*d*) ADP conversion planning and control; (*e*) onsite tour of a computer installation; (*f*) impact of computer time-sharing; (*g*) ADP applications, including advanced commercial and scientific applications; (*h*) economic and social effects of increasing computer automation; (*i*) ADP in the Federal Government; and (*j*) the future of ADP. The broad implications of automatic data processing will be stressed in conjunction with selected technical aspects of the computer. Lack of prior familiarity with computer technology will not handicap participants.

Who May Attend

This program is open to career Government employees, GS–7 and above or equivalent.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than one month before course commencement.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

ADP ORIENTATION FOR MANAGEMENT INTERNS

Civil Service Commission

A 1-week program conducted March 29–April 2, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed primarily for management interns. It is intended to provide interns with a practical introduction to ADP. Among the topics discussed will be: (*a*) Past, present, and future capabilities of ADP equipment; (*b*) ADP systems analysis and design; (*c*) computer programing concepts; (*d*) economic and social effects of increasing computer automation; (*e*) effects of computers on organizational structure, the workforce and management; (*f*) computer terminology; (*g*) present ADP applications and their results—successes and failures; (*h*) impact of time-sharing upon the computer user; (*i*) ADP in the Federal Government; (*j*) the future of ADP. The broad implications of ADP will be stressed in conjunction with selected technical aspects of the computer. No prior participant exposure to ADP will be assumed.

Who May Attend

All persons appointed in 1970 from the Management Intern Register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern Register. Other employees may be nominated provided (1) the individual is being developed for assumption of management responsibilities, and (2) the qualifications of the individual match those expected of management interns.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S.

Civil Service Commission, Washington, D.C. 20415 no later than one month before course commencement.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

EXECUTIVE SEMINAR IN ADP

Civil Service Commission

A 2-day seminar to be held September 29–30, 1970 and January 26–27, 1971 at the Civil Service Commission, 1900 E Street, NW.

Description

The seminar is designed for executives who have broad responsibility for functions which are or soon may be automated. It will provide an opportunity to obtain information, develop ideas, and exchange views on effective uses of automatic data processing. Topics presented and discussed will focus on matters of concern to top management. Content of the seminar will include: Capabilities of electronic data processing equipment; feasibility studies; implementing the decision to automate; effects of electronic data processing systems on organizational structure and various levels of management; present ADP applications and their results in terms of efficiency, effectiveness, and economy; the impact of ADP on the workforce; and the future of ADP in Government management. This course provides an appropriate background for more specialized executive training programs offered by The ADP Management Training Center.

Who May Attend

Career executives, GS–15 and above or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, DC. 20415 no later than one month before course commencement.

Other Information

The cost of the program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, extension 25650.

EXECUTIVE SEMINAR IN STATISTICAL SCIENCE FOR MANAGEMENT

Civil Service Commission

A 2-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street, NW. A similar program is conducted by the San Francisco and New York Civil Service Commission Regions.

Description

This seminar is designed to examine and discuss useful principles and actual and potential applications of statistical science in executive decision making. Extensive use will be made of case studies, lectures, and seminar discussions on practical and frequently used statistical principles and techniques in Government operations. Specific subjects treated will be: (*a*) the modern definition of the Science of Statistics; (*b*) approaches to quantifying management and operational problems; (*c*) some basic statistical principles and concepts including elements of probability and risk; (*d*) Sampling—with specific applications in factfinding for inventory, cost estimation, legislation, etc.; (*e*) Quality Control—with specific applications in management control system; (*f*) Correlation Analysis—with specific applications in forecasting and cost analysis; (*g*) pitfalls and misuses of statistical techniques; and (*h*) advantages of Statistical Science to management.

Who May Attend

Career executives GS–14 and above, or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street, NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

EXECUTIVE WORKSHOP IN ADP PROGRAMING

Civil Service Commission

A 1-week program to be conducted December 14–18, 1970 and April 26–30, 1971 at the Civil Service Commission, 1900 E Street, NW.

Description

This course is specifically designed for Government executives who want and need to have a fuller understanding of the basic concepts and techniques of digital computer programing. It is a companion course to the Executive Workshop in ADP Systems Analysis. The teaching effort will be directed toward the "doing," by each individual participant, of computer programing. The workshop is a highly condensed, fast-moving course with most of the available time devoted to technical details. The culmination of the week's activities will be the writing of two computer programs, one in the *basic* language which will be tested and executed using time-shared remote computer terminal; the other in *cobol*, to be compiled and run on a batch processing basis.

Who May Attend

Career executives, GS–14 (or equivalent) and above, are eligible to attend. Prior attendance at the Executive Seminar in ADP or the Management Introduction to ADP, or equivalent knowledge, will be helpful in realizing the workshop's full potential.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$180 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

EXECUTIVE WORKSHOP IN ADP SYSTEMS ANALYSIS

Civil Service Commission

A 3-day seminar to be held November 17–19, 1970 and March 8–10, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This course is specifically designed for Government executives seeking a fuller understanding of the basic concepts and techniques of ADP systems analysis. The workshop is a highly condensed, fast-moving course. It is a companion course to the Executive Workshop in ADP Programing. Participants will learn, by working in small workshop teams and through class discussion, how an ADP systems analyst proceeds from the first step of problem definition to the documentation of a new system. The course will deal primarily with one case study application.

Who May Attend

Career executives, GS–14 and above (or equivalent), are eligible for nomination. Prior attendance at an Executive Seminar in ADP, Management Introduction to ADP, or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 no later than one month before course commencement.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

MANAGEMENT INTRODUCTION TO ADP

Civil Service Commission

A 3-day seminar scheduled July 20–22, 1970; September 9–11, 1970; October 20–22, 1970; November 23–25, 1970; January 5–7, 1971; February 9–11, 1971, and April 13–15, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to provide a management overview of the fundamentals of automatic data processing. It is also the recommended introductory course for participants planning to attend later ADP seminars (personnel management, financial management, the law, supply management, medicine, and technical information systems). The following topics will be discussed: (*a*) ADP overview; (*b*) capabilities and components of computers; (*c*) introduction to ADP programing; (*d*) planning and preparing for a computer; (*e*) ADP systems analysis and design; (*f*) computer applications; (*g*) economics of ADP; and (*h*) computer-related middle management considerations. Technical aspects of automatic data processing will be presented, but only on an introductory level. Lack of prior participant familiarity with computer technology is assumed.

Who May Attend

This program is open to career Government employees, GS–11 and above or equivalent.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 no later than 1 month before course commencement.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR ON SCIENTIFIC AND TECHNICAL APPLICATIONS OF ADP

Civil Service Commission

A 3-day program to be held March 1–3, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed for government engineers, scientists and technicians who seek to strengthen their understanding of the potential of computers in scientific and technical areas. Emphasis is placed on current state-of-the-art computer applications. The following topics are among those discussed through the use of group discussions, case histories, and lectures; (*a*) Introduction to the use of analog and digital computers for scientific applications; (*b*) services which a computer laboratory can provide for the scientist, engineer, and technician; (*c*) ADP applications in such fields as space technology, missile control, communications, medicine, cartography, weather, language translation; (*d*) analysis of selected operational technical information systems; and (*e*) research advances in computer technology.

Who May Attend

Persons serving in engineering, scientific, or technical fields, and managers of persons in these fields, GS–9 and above or equivalent, are eligible to attend. Prior attendance at a Management Introduction to ADP or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 no later than 1 month before course commencement.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR IN ADP MANAGEMENT AND ADMINISTRATION

Civil Service Commission

A 3-day seminar to be held November 17–19, 1970; January 19–21, 1971; and May 18–20, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to bring together persons having ADP management responsibilities in Government agencies, for the purpose of receiving and exchanging information pertinent to the major problems of data processing management and administration. The seminar, following delineation of the scope of ADP management, will include discussion of all the tasks and techniques of the data processing manager. Emphasis, however, will be placed on the significant, nonroutine problems, including: personnel turnover; use of languages and software; performance measurement and scheduling; open shop *vs.* closed shop programing; relationships between users and systems analysts, systems analysts and programers, programers and operator; optimization of machine use; and enforcing documentation.

Who May Attend

Administrators and deputy administrators of ADP installations, data processing managers, programing supervisors, supervisory systems analysts, and computer operations managers are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 according to the following schedule:

Course dates	*Nomination deadline*
November 17–19, 1970	October 19, 1970
January 19–21, 1971	December 14, 1970
May 18–20, 1971	April 20, 1971

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

The Management Information Series

This series of three programs (Executive Seminar in Management Information Theory; Executive Seminar in Management Reporting Systems; and Executive Workshop in the Design of a Management Information System) focuses on (*a*) the concept of management information; (*b*) actual single agency applications and interagency trends and developments in management information; and (*c*) the steps involved in the design of a management information system. The programs are interrelated but independent. The Government manager whose education needs embrace all the areas outlined in the seminar descriptions can enroll profitably in all three programs. On the other hand, an executive with strong requirements in a particular area may be nominated for a single program.

EXECUTIVE SEMINAR IN MANAGEMENT INFORMATION THEORY

Civil Service Commission

A 2-day seminar to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

The objective of this seminar is to explore the concept of management information in the context of organizational structure. The topics discussed will include: (1) The scope and objectives of management information systems; (2) the determination of management information needs; (3) the role of the manager in designing a management information system; (4) organization and control of a management information system; and (5) the impact of computer technology on the design of information systems for management and the future of man-machine systems. Emphasis will be placed on the concepts which underlie the development of a management information system.

Who May Attend

Career executives. GS–14 and above or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900

E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

EXECUTIVE SEMINAR IN MANAGEMENT REPORTING SYSTEMS

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of this 3-day seminar is to bring to the attention of Government executives *examples of single agency reporting systems*, both manual and automated, which are designed to assist management in the exercise of its planning and control responsibilities. It will also cover *trends of development of information systems for community of agencies* having common major categories of information requirements. Cases from government and private sectors of the economy, lectures, and group discussion, will be used extensively to increase knowledge, insight and understanding of the subject. Topics to be covered include: (*a*) agency operational systems (scientific, technical, and administrative); (*b*) trends and developments of interagency management information systems in such areas as law enforcement, foreign affairs, and economic programs; (*c*) approaches and techniques used; (*d*) problems encountered in the establishment of single agency and interagency systems and (*e*) means used or suggested for achieving results.

Who May Attend

Career executives, GS–14 and above or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for

Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5650, or IDS code 101, extension 25600.

EXECUTIVE WORKSHOP IN THE DESIGN OF A MANAGEMENT INFORMATION SYSTEM

Civil Service Commission

A 4-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW. The workshop will meet in two 2-day sessions during two consecutive weeks to allow for adequate time for homework and special assignments.

Description

This program is designed as a supplement to and expansion of materials presented in the Executive Seminar in Management Information Theory and the Executive Seminar in Management Reporting Systems. Its focus will be on the actual design of an information system, rather than on the theoretical elements involved. Participants will be assigned to work teams who will be responsible for designing and presenting a briefing on their chosen system to the class. Evaluations of each system will be conducted by a panel of experts. The workshop will cover such topics as (*a*) documentation; (*b*) report design and audit; (*c*) file structure; (*d*) classification and coding; (*e*) computer elements; (*f*) planning, controlling, cost estimating, and evaluating management information systems.

Who May Attend

This program is intended primarily for persons in any management specialty who have responsibility for any one or more key elements of information systems design within their agencies.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

ECONOMICS FOR PUBLIC MANAGERS

(successor to Managerial Economics)

Civil Service Commission

A 5-day program conducted quarterly in Washington, D.C. A similar program is offered in the Atlanta and San Francisco Civil Service Commission Regions.

Description

This course is designed to equip the manager to incorporate the postulates of economic reasoning into his decision processes. Topics to be covered include a description of how a price system functions, determination of demand, and an analysis of different types of costs including their relevance for management decisions. The concept of economic efficiency will be explored in detail and related to pricing and production policies of individual producers. The course also will discuss management decision tools such as capital budgeting, systems analysis, and cost-benefit analysis.

Who May Attend

This course is intended for managers, executives, staff directors, and analysts from Federal, State, and local governments at grade levels GS–13 and above (or the equivalents). Nominees should have responsibility, in a line or staff capacity, for significant programs of their agencies.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

EXECUTIVE ORIENTATION IN PPB

Civil Service Commission

A 3-day program conducted quarterly in Washington, D.C. A similar course is offered in the Philadelphia, St. Louis, and San Francisco Civil Service Commission Regions.

Description

It is imperative that executives and managers throughout the Government understand what the planning, programing, and budgeting system is and what they can achieve through it. This course has been designed for this purpose and will provide: (1) an understanding of what PPB is; (2) an understanding of what can be accomplished through PPB: (3) an awareness of economic principles underlying PPB; (4) a general knowledge, plus some actual guided experience, in the methods and techniques used; and (5) information regarding the experience of nondefense agencies using the system.

Who May Attend

This course is intended for Federal, State, and local government executives at grades GS-14 and above (or the equivalents) who would benefit from a better understanding of the PPB system.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

FINANCE IN AGENCY MANAGEMENT

Civil Service Commission

Six 5-day programs will be held in Washington, D.C. Similar programs will be presented by the Philadelphia, St. Louis, and San Francisco Regional Training Institutes.

Description

The program focuses on the interrelationships of financial specialties and their use in the internal management of an agency's programs. It is designed to serve persons who are advancing to more responsible positions in the field of financial management, and persons assigned to non-financial positions who have a need for a better understanding and appreciation of financial management work. The course consists of preparatory readings, lectures, discussions, and case studies.

Who May Attend

Sessions in Washington, D.C. are limited to Federal, State, and local employees, GS–9 through GS–13 (or equivalent), who have responsibilities in one or more of the financial specialties and who are in positions requiring a general understanding of financial systems.

How To Make Nominations

A Nomination-Registration for Training form (Optional form 37) should be submitted by authorized agency officials to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 for programs in Washington, D.C.

Other Information

For further information on this program in Washington, D.C. call IDS code 101–25600, or area code 202, 632–5600. Contact the Regional Training Institutes for information on their programs.

GENERAL ORIENTATION IN PPB

Civil Service Commission

A 2-day program conducted 10 times a year in Washington, D.C. A similar program is offered in the Atlanta and San Francisco Civil Service Commission Regions.

Description

This course is designed to provide participants with: (1) an introduction to the concepts of program budgeting; (2) an insight into the fundamental economic principles underlying PPB; (3) an appreciation for what the Executive Office of the President is trying to achieve through PPB; (4) a general knowledge of the format and substance of PPB as currently employed in the Federal system; and (5) an awareness of analytic techniques and thier role in PPB. This orientation fills the need to provide a broad based understanding of PPB, a need that is growing as the system expands throughout the Government.

Who May Attend

This course is intended for Federal, State, and local government employees at grades GS–13 and below (or the equivalents) who will benefit from a better understanding of the PPB system.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

MANAGEMENT USE OF FINANCIAL INFORMATION

Civil Service Commission

A 5-day program offered once a quarter. A similar program will be presented by the St. Louis Regional Training Institute.

Description

This 1-week course consists of 20 class sessions, each lasting about an hour and a half. Classes will consist of lectures, group discussions, and selected problems. Selected readings will be issued wherever appropriate. Examples and cases will be drawn largely from the public sector, minimizing private sector samples. The objective is to help decisionmakers better understand the type of resource information presently and potentially available to them through their accounting system for management control and performance evaluation. The relevance of specific types of information to decisions and actions is focused on within the total information system.

Who May Attend

Participation will be limited to 30 managers. Persons nominated should hold positions which include significant responsibilities for managerial decisions, or alternatively, be in staff positions where insight into the use of financial information in management decisions and control will enhance their performance.

How To Make Nominations

Nomination-Registration for Training forms (Optional form 37) should be submitted by authorized agency officials to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

For further information on this program in Washington, D.C. call area code 202, 632–5600, or IDS code 101–25600. Contact the St. Louis Regional Training Institute for more information on their program.

THE FEDERAL BUDGET PROCESS

Civil Service Commission

Eight 2-day programs will be held in Washington, D.C. Similar programs will be presented by the Atlanta, Philadelphia, St. Louis, and San Francisco Regional Training Institute.

Description

The course is intended for all Federal employees who do not understand the interfaces and interrelationships among those activities involved in budgeting. It will be helpful particularly for those working in a professional capacity who are relatively new to the Government. However, new and old alike will profit. It is designed to provide them with a general understanding of the function, history, and procedures of the Federal Budget Process. Readings, lectures, and discussions will cover the following topics: The place of budgeting; its evolution; general procedures in formation, execution, and review; and roles played by major activities.

Who May Attend

This course is available and of value to any professional level employee. It should be indispensable to all employees in financial management or administration positions who are not knowledgeable on the processes. It is particularly well suited for those newly entering the Federal service, such as interns and trainees.

How To Make Nominations

Nomination-Registration for Training Forms (Optional form 37) should be submitted by an authorized agency representative to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Call area code 202, 632–5600 or IDS code 101–25600. Contact Regional Training Institutes for information on their programs.

Personnel Management

EFFECTIVE COMMUNICATION FOR PERSONNEL SPECIALISTS

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission

Description

A workshop course aimed at improving oral and written communications skills with specific reference to communicating the flexibilities of the Federal personnel system to managers, supervisors, employees, and the public.

Who May Attend

Personnel specialists GS–9 through 13 who have significant responsibility for explaining and interpreting the Federal personnel system.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

IDEAS AND AUTHORS—PERSONNEL MANAGEMENT

Civil Service Commission

Four evening sessions, 7 to 10 p.m., once a month for four months at the Civil Service Commission, 1900 E Street NW.

Description

Affords Federal personnel specialists a chance to explore significant current publications through direct discussion of the author's ideas in addition to systematic examination of the books themselves. At each session an outstanding writer will discuss his book, and an expert guest critic will present his reactions and commentary, after which participants will have an opportunity for discussion and questions. Books are furnished well in advance of the sessions at which they are to be discussed.

Who May Attend

This course is intended primarily for persons occupying positions in any personnel management specialty. Individuals from other occupational series will also be admitted to the extent that space permits.

How To Make Nominations

CSC nomination card (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

INTRODUCTION TO PERSONNEL MANAGEMENT

Civil Service Commission

A 5-day course to be held four times a year at the Civil Service Commission, 1900 E Street NW.

Description

Defines and discusses the several personnel management specialties and their interrelationships, and emphasizes their relationships with overall personnel management and total management; identifies the special competences required for success in personnel management; discusses current trends and developments in personnel management.

Who May Attend

Career employees, grades GS–5 through 9, who have passed the FSEE and who are beginning or have been selected for careers in personnel management; management interns, or trainees in other fields who meet the above requirements, are also eligible.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

MANPOWER PLANNING AND REQUIREMENTS

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Examines traditional, current, and emerging theories and practice related to manpower planning. Explores problems involved in establishing and implementing a manpower planning program. Discusses order of priorities in planning, anticipating the problems which can be expected at each stage of the process and integrating the findings into a comprehensive plan.

Who May Attend

Persons who are GS–12 and above, including staff specialists, personnel officers and personnel specialists, who are involved in aspects of manpower planning.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ORGANIZATION THEORY

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Explores traditional and current organization theory in the light of behavioral studies of employee needs and motivations; discusses divergent views of human motivation, practical organization considerations, effective leadership patterns, productivity, and achievement of program goals.

Who May Attend

Personnel officers, supervisors, and managers, GS–12 through 15 (or equivalent).

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL MANAGEMENT FOR MANAGERS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Reviews the role of the upper-level manager in achieving mission and program goals through effective management of human resources; covers the role of the manager as personnel administrator in his own organization; outlines the services and support he should expect from staff personnel specialists and his responsibilities to them; discusses current theories and principles of management as applied to the management of personel; and examines his role in connection with evaluation of personnel management.

Who May Attend

Program managers in GS–13 (or equivalent) and above; primarily intended for those with limited previous managerial experience. Military officers, especially those with newly-assigned responsibilities in the management of civilian staffs, are eligible and encouraged to attend.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL MANAGEMENT FOR PERSONNEL SPECIALISTS

Civil Service Commission

This course will have eight full-day sessions meeting once a week for 8 successive weeks. It is held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Intensive coverage of the personnel management function, with the use of a comprehensive text. The course will meet one day a week for eight weeks, so that participants will have time between sessions to assimilate what has been presented and to prepare for subsequent sessions. Participants will also prepare and present a research paper.

Who May Attend

Personnel specialists GS–9 through 12; especially designed for those whose previous experience or training has not afforded a broad view of the personnel function.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PSYCHOLOGY AND THE MANAGEMENT OF HUMAN RESOURCES

Civil Service Commission

A 3-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Explores problems of human behavior in the organization in the light of psychological research findings, with specific applicability to: institutional requirements (selection, development, and counseling of employees); individual characteristics (personnel and organizational psychology and human motivation); and group influences (communication and employee-management relations).

Who May Attend

Middle-level staff and supervisory employees (GS-9 through 13), as well as personnel specialists, who need to know more about the science of human behavior. This course is not intended for people who have had intensive courses in personnel psychology or industrial psychology.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

THE MANAGER'S ROLE IN OCCUPATIONAL MENTAL HEALTH

Civil Service Commission

Meets once a week for 5 consecutive weeks. It is held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Designed to increase managers' understanding of the underlying causes of common behavior problems, broaden the range of possibilities open to managers in coping with problem employees, and identify resources available to employees with emotional or social problems.

The conceptual framework—social, psychological, and medical—is established through lecture/discussion sessions with mental health professionals. Interspersed with lecture/discussion sessions are case discussions in small groups, with emphasis on the participants discussing and analyzing problems from their own experience. A professional resource person is available to each group. Subjects covered include: absenteeism and tardiness, problem drinking, interpersonal conflict, overdependence on others, destructive and threatening behavior, the manager's feelings and reactions to such problems, current views of the Civil Service Commission and the courts with reference to agency actions in connection with problem employees, and community resources.

Who May Attend

Managers, GS–12 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

378-794 O—70——7

TECHNICAL TRAINING

Automatic Data Processing

Applications

SEMINAR ON ADP IN FINANCIAL MANAGEMENT

Civil Service Commission

A 3-day program to be held October 27–29, 1970 and February 16–18, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed primarily to examine various systems approaches in applying ADP to specific financial activities. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) Growing impact of ADP on financial management; (*b*) computer equipment characteristics and capabilities; (*c*) current and projected use of computers in the financial management field; (*d*) problems of systems integration, evaluation and control; and (*e*) feasibility studies and the selection of payoff areas.

Who May Attend

Accountants, budget officers, and others in the financial management field, GS–11 and above are eligible for nomination. Prior attendance at a Management Introduction to ADP or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

SEMINAR ON ADP AND THE LAW

Civil Service Commission

A 3-day seminar to be conducted December 7–9, 1970 and June 7–9, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This course will deal with some of the fundamental issues surrounding both the use of computers as tools for legal research and office administration, and the legal ramifications of computers. Among the topics to be discussed are: (*a*) Legal information retrieval; (*b*) legal office administration computer applications (*c*) legal liability and automatic data processing; (*d*) legal protection for computer programs; (*e*) computers and the invasion of privacy; and (*f*) contracting for ADP equipment and services.

Who May Attend

Career Government attorneys with an interest in the combined topics of computers and the law are eligible for nomination. Some knowledge of ADP, such as that gained through prior attendance at a session of Management Introduction to ADP, is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR ON ADP AND MEDICINE

Civil Service Commission

A 3-day seminar to be conducted April 20–22, 1971, at the Civil Service Commission, 1900 E Street NW.

Description

This course will deal with some of the uses of the computer in both the medical profession itself and in hospital administration. Among the topics to be discussed are: (*a*) The computer as a diagnostic aid; (*b*) automated medical records; (*c*) uses of ADP in hospital administration; and (*d*) computerized medical research.

Who May Attend

Physicians and hospital administrators employed by agencies as well as other career Government employees with an interest in these combined topics, are eligible for nomination. Some familiarity with ADP, such as that gained through prior attendance at a session of Management Introduction to ADP, is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR ON ADP IN PERSONNEL MANAGEMENT

Civil Service Commission

A 3-day program to be held November 30–December 2, 1970 and March 22–24, 1971, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to orient the personnel manager to the ways in which ADP can support him and to acquaint him with some of the personnel problems related to computer systems. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) Growing impact of ADP on personnel management; (*b*) case studies in computerized personnel systems; (*c*) government-wide activities related to centralized ADP systems and standards; (*d*) description of ADP jobs and their requirements; and (*e*) management considerations in developing computerized personnel systems. This program will build upon the material presented in the 3-day Management Introduction to ADP.

Who May Attend

Those serving in the personnel field or closely associated with personnel administration, GS–11 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP or corresponding knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR ON ADP IN SUPPLY MANAGEMENT

Civil Service Commission

A 3-day program to be held December 16–18, 1970 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed primarily to examine various systems approaches in applying ADP to specific supply activities. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) Growing impact of ADP on supply management; (*b*) computer equipment characteristics and capabilities; (*c*) current and projected use of computers in the supply management field; (*d*) problems of systems integration, evaluation and control; and (*e*) feasibility studies and the selection of payoff areas. This program will build upon the material presented in the 3-day Management Introduction to ADP.

Who May Attend

Supply officers and others in allied fields, GS-11 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632-5650, or code 101, extension 25650.

SEMINAR ON ADP IN TECHNICAL INFORMATION SYSTEMS

Civil Service Commission

A 3-day program to be held October 6-8, 1970 and January 19-21, 1971, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed primarily to examine various systems approaches in applying ADP to specific storage and retrieval functions. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) Growing impact of ADP on the storage and retrieval of technical data and documents and library management; (*b*) equipment characteristics, capabilities, and trends; (*c*) current use of computers in library science; (*d*) introduction to indexing and abstracting; (*e*) problems of systems evaluation and control; (*f*) feasibility studies and the selection of payoff areas.

Who May Attend

Information specialists, librarians, archivists, and others concerned with the storage and retrieval of technical data, GS–9 and above, or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP or corresponding knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 632–5650, or code 101, 25650.

Computer Specialist Training

FUNDAMENTALS OF ADP FOR COMPUTER SPECIALIST TRAINEES

Civil Service Commission

An introductory 4-week course to be conducted during September and October 1970 and during March and April 1971 at the Civil Service Commission, 1900 E Street NW. Specific dates will be publicized in a detailed announcement to be sent to all agencies.

Description

This program has been designed to teach computer basics to new computer specialists so that they can perform at a beginning level on their new assignment. The program assumes no prior knowledge of automatic data processing.

The course will be an intensive, 4-week, total immersion program intended to teach the fundamentals of both the systems development process and computer programing. Only students who are expected to work in these areas upon completion of their training should be nominated. Each participant who successfully completes this training program can reasonably be expected to write simple computer programs or to work as a junior member of a systems team. On-the-job training under the guidance of an experienced computer specialist will be required after the formal class training in order to develop a competent computer specialist of the trainee.

Who May Attend

Entry-level computer programers, computer systems analysts, and computer specialists with no ADP experience are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
September–October 1970	August 3, 1970
March–April 1971	January 25, 1971

Other Information

The cost of this program—$550 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

SEMINAR IN ADVANCED COMPUTER SYSTEMS TECHNOLOGY

Civil Service Commission

A 1-week program to be held November 16–20, 1970; January 25–29, 1971; March 22–26, 1971; and June 7–11, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to acquaint the computer specialist with current state-of-the-art information about hardware, software, and applications. Although open to computer programers, the course will serve primarily to update the technical knowledge of the ADP systems analyst. Among the topics to be discussed are: (*a*) Implications of the newest multi-use computers; (*b*) considerations for redesigning, modifying or expanding present systems; (*c*) hardware/software compatibility and conversion problems; (*d*) advances in operating systems; (*e*) higher level programing languages; (*f*) current real time and time-sharing capabilities; (*g*) proprietary software packages; and (*h*) developments in input-output devices.

Who May Attend

ADP systems analysts and programers and other computer specialists are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
November 16–20, 1970	October 16, 1970
January 25–29, 1971	December 18, 1970
March 22–26, 1971	February 19, 1971
June 7–11, 1971	May 7, 1971

Other Information

The cost of the program—$180 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

SYSTEMS ANALYSIS FOR COMPUTER PROGRAMERS

Civil Service Commission

A 1-week program to be held September 28–October 2, 1970; December 14–18, 1970; March 1–5, 1971; and April 19–23, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This course is specifically designed for computer programers who need a fuller understanding of, or who are preparing for assignments in, ADP systems analysis. Prior knowledge of computer components and experience in computer programing concepts will be presumed. The course will move immediately into the functions and techniques of systems analysis and design, and will include discussion of such topics as: (*a*) The extent and tasks of systems analysis; (*b*) the systems development process; (*c*) the feasibility study; (*d*) analysis of the present system; (*e*) developing specifications for the new system; (*f*) designing input, output and file layouts for the new system; (*g*) designing requirements and test data for programs and subroutines; and (*h*) documentation.

Who May Attend

Computer programers and newly assigned analysts (with programing experience) are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
September 28–October 2, 1970	August 28, 1970
December 14–18, 1970	November 12, 1970
March 1–5, 1971	January 29, 1971
April 19–23, 1971	March 22, 1971

Other Information

The cost of the program—$180 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

SYSTEMS WORKSHOP FOR COMPUTER SPECIALISTS

Civil Service Commission

A comprehensive 3-week, two-part training program in the fundamentals of the ADP systems development process to be conducted September 14–18, 1970 (Phase I) and October 12–23, 1970 (Phase II); January 11–15, 1971 (Phase I) and February 8–19, 1971 (Phase II); and April 5–9, 1971 (Phase I) and May 3–14, 1971 (Phase II) at the Civil Service Commission, 1900 E Street NW.

Description

This 3-week training program is specifically designed for computer programers and novice systems analysts who need a firm grounding in the basic fundamentals of systems analysis and design. The indepth, comprehensive program is being offered in two Phases: Phase I—Basic Concepts, a 1-week session designed to provide an introduction to the basic fundamentals of the total systems design process; and Phase II—Application Workshop, a 2-week session of work problems and case study designed to develop a basic competence in the skills and techniques of systems analysis and design. The objective of the program is to develop junior analysts who can do systems work with minimum guidance from experienced analysts. The program will be taught by a select staff of highly accomplished data processing technician/trainers.

Who May Attend

Computer specialists, newly assigned systems analysts, computer programers and others with a need for working knowledge of systems analysis techniques are eligible for nomination. Prerequisites for the course are: (1) A thorough appreciation of ADP, and (2) computer programing experience.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
September–October, 1970	August 14, 1970
January–February, 1971	December 7, 1970
April–May, 1971	March 8, 1971

Other Information

The cost of the 3-week program—$400 per person—will be shared by the participating agencies. Announcements with more detailed information and nomination procedures will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

WORKSHOP IN ADP SYSTEMS ANALYSIS TECHNIQUES

Civil Service Commission

A 3-day workshop to be conducted November 30–December 2 1970; April 19–21, 1971; and June 16–18, 1971, at the Civil Service Commission, 1900 E Street NW.

Description

This course is specifically designed for computer programers and systems analysts who must increase their skills in the use of some of the more advanced techniques of systems analysis. The first workshop will present topics such as: Probability, distributions, statistical sampling, and regression analysis; and will demonstrate how these tools can be combined in gathering and analyzing data which will ultimately lead to the design of a complete ADP system. A team approach will be used to solve class problem.

Workshops dealing with other subject areas such as simulation techniques and communication theory are being developed for presentation in later offerings.

Who May Attend

ADP systems analysts and other computer specialists with a requirement to become familiar with the specific tools and techniques presented in this course are eligible for nomination. This course is not intended for inexperienced systems analysts, who should attend Systems Workshop for Computer Specialists before enrolling in this program.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
November 30–December 2, 1970	October 28, 1970
April 19–21, 1971	March 22, 1971
June 16–18, 1971	May 17, 1971

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

Programing

DECISION LOGIC TABLE WORKSHOP

Civil Service Commission

A 3–day tutorial program to be held July 14–16, 1970; October 20–22, 1970; December 8–10, 1970; February 2–4, 1971; April 13–15, 1971; and June 8–10, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

Although decision tables are useful in many different situations, the focus in this course will be upon their relevance to data processing systems. The workshop is designed to teach students the fundamental concepts of decision logic tables, and to develop competence in using these techniques for improving communications and standardizing documentation. A basic proficiency in using decision tables will be developed by having students complete a series of increasingly difficult assignments utilizing limited, extended, and mixed entry tables. Students will be taught how to develop optimum tables and how to link tables together for documenting series of complex decisions. Students will learn how decision tables can be used effectively throughout the systems development process by operating managers and their staffs, and by systems analysts, programers, and other computer specialists. Also covered in the workshop will be the conversion of decision tables to computer programs by coding and by using higher level languages.

Who May Attend

This program is open to full-time employees, GS–9 and above, in both management and staff functions, who need a technique for documenting and communicating their decision methods or systems designs.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule;

Course dates	*Nomination deadline*
July 14–16, 1970	June 15, 1970
October 20–22, 1970	September 21, 1970
December 8–10, 1970	November 5, 1970
February 2–4, 1971	January 4, 1971
April 13–15, 1971	March 15, 1971
June 8–10, 1971	May 10, 1971

Other Information

The cost of this program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

INTRODUCTORY CONVERSATIONAL COMPUTING

Civil Service Commission

A 3-day workshop to be conducted July 20–22, 1970; September 9–11, 1970; December 7–9, 1970; February 24–26, 1971; and May 24–26, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

During this tutorial course in time-sharing, each participant will have an opportunity to use a remote computer terminal to enter and test small programs. Students will work in small teams on problems of their choice. No previous knowledge of either time-sharing or programing is necessary; however, some familiarization with computer concepts, such as that provided by an ADP Orientation, Executive Seminar in ADP, or Management Introduction to ADP will prove helpful. Some of the specific topics which will be included are: (*a*) Fundamentals of time-sharing; (*b*) introduction to terminal command language; (*c*) demonstration of terminal; (*d*) fundamentals of time-shared programing; (*e*) selection and coding of sample programs; (*f*) entry and testing of sample programs; (*g*) revision of sample programs; and (*h*) contrasts between time-sharing and batch processing. The course will emphasize problem-solving methods, fundamentals of programing, and computer access in the time-shared mode.

Who May Attend

This program is open to career Government employees, GS–7 and above, or equivalent, with a requirement to become familiar with the fundamentals of time-shared programing.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
July 20–22, 1970	June 22, 1970
September 9–11, 1970	August 10, 1970
December 7–9, 1970	November 4, 1970
February 24–26, 1971	January 25, 1971
May 24–26, 1971	April 26, 1971

Other Information

The cost of the program—$140 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

SEMINAR IN COMPUTER SYSTEM EVALUATION AND SELECTION

Civil Service Commission

A 3-day seminar to be conducted September 21–23, 1970; December 2–4, 1970; March 1–3, 1971; and June 2–4, 1971 at the Civil Service Commission, 1900 E Street NW.

Description

This program will consist of lecture, discussion, and workshop sessions centering on the questions of: (*a*) Generating specifications; (*b*) evaluating vendor proposals; (*c*) benchmark programs; (*d*) simulation as an evaluation tool; (*e*) contract negotiations; (*f*) other considerations. The course will be conducted by individuals with extensive experience in system evaluation and selection. It will emphasize the entire selection/acquisition cycle in the context of current Federal acquisition policies and regulations.

Who May Attend

All career Government employees, GS–11 and above, or equivalent, whose responsibilities involve participation in the computer evaluation and selection process are eligible to attend. A knowledge of ADP fundamentals is necessary for meaningful participation in this seminar.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
September 21–23, 1970	August 21, 1970
December 2–4, 1970	October 30, 1970
March 1–3, 1971	January 28, 1971
June 2–4, 1971	May 3, 1971

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

WORKSHOP IN INDEXING AND ABSTRACTING FOR ADP INFORMATION SYSTEMS

Civil Service Commission

A 3-day course to be conducted November 4–6, 1970, February 3–5, 1971 and May 5–7, 1971, at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to acquaint participants with the processes of developing indicative and informative abstracts of technical documents and selecting appropriate index terms for information storage and retrieval of technical citations. Topics include: (*a*) Introduction to information-handling systems; (*b*) ground rules for indexing and abstracting; (*c*) examples of thesaurus-building; (*d*) state-of-the-art in automatic indexing; (*e*) budget considerations; (*f*) controlled vs. free indexing; (*g*) links and roles; and (*h*) workshop sessions in both indexing and abstracting.

Who May Attend

Information specialists, librarians, archivists, and others concerned with the storage and retrieval of technical information, GS–7 and above or equivalent, are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650, or code 101, extension 25650.

AN INTRODUCTION TO SYSTEMS ANALYSIS FOR GOVERNMENT OPERATIONS

Civil Service Commission

A 3-day program conducted 10 times a year in Washington, D.C. A similar program is offered in the San Francisco and Philadelphia Civil Service Commission regions.

Description

This course is designed to accomplish the following objectives for participants: (1) Improve their understanding of systems analysis and its application; (2) enable participants to better identify agency problems susceptible to analysis; (3) improve their knowledge of the various analytic techniques; (4) be able to deal effectively with questions regarding both the usefulness and limitations of analysis in their agencies; and (5) to acquire sufficient background to enable participants to expand their knowledge further through outside reading.

Who May Attend

This program is intended for managers, staff professionals, administrators, and others who want to better understand and use systematic approaches to the problems of their agencies or who work with those using systems analysis. Attendance is limited to Federal, State, and local government employees at the GS–12 level and above (or the equivalents).

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

ADP SYSTEMS ANALYSIS SEMINAR

Civil Service Commission

An 8-week program scheduled from September 28, 1970, through November 16, 1970; January 4, 1971, through February 23, 1971; and April 5, 1971, through May 24, 1971. The program begins with one ½-day session followed by seven full-day sessions at weekly intervals. The program will be offered at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed for functional area employees and managers who must communicate and work with computer technicians (system analysts and programers) in developing ADP systems. The course consists of a half-day opening session and seven full-day sessions meeting once a week for 8 consecutive weeks. Interaction between participants and session leaders is encouraged. Among the subjects to be discussed are: (*a*) Principles of ADP: fundamentals of computer programing, components and capabilities of computers; (*b*) ADP systems analysis concepts: the systems development process, problem definition, feasibility studies, data analysis, equipment considerations, management planning and control, systems implementation and operation; (*c*) ADP systems analysis techniques: flowcharting, decision logic tables, forms analysis and design, management-related uses of the computer, e.g. operations research. The students in this seminar will be expected to exert a considerable amount of individual effort, both during and between the scheduled sessions. Although this is an introductory program in ADP Systems Analysis, participants will find it most helpful to have attended the Management Introduction to ADP or the ADP Orientation.

Who May Attend

Persons serving in management fields or programs at and above GS–9 (or equivalent) who are preparing for or are affected by ADP systems are eligible for nomination. This course is not intended for ADP Trainees (see Fundamentals of ADP for Computer Specialist Trainees) or current computer programers and analysts (see Systems Analysis for Computer Programers, Systems Workshop for Computer Specialists, or Seminar in Advanced Computer Systems Technology).

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 no later than 1 month before course commencement.

Other Information

The cost of the program—$180 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

FIELD WORK PROGRAM IN ADP SYSTEMS ANALYSIS

Civil Service Commission

An 8-week program conducted from October 12, 1970, through November 30, 1970; from January 8, 1971, through February 26, 1971; and from April 9, 1971, through May 28, 1971. The program begins with one ½-day session followed by seven full-day sessions at weekly intervals. The program will be offered at the U.S. Civil Service Commission, 1900 E Street NW.

Description

The field work program is offered as a practical workshop for those who require a working knowledge of ADP systems analysis and design. Participants will be expected to have a basic knowledge of ADP systems analysis and design acquired either through prior training or appropriate work experience.

On the first day of class the students will be assigned to a systems team and given a systems assignment to complete. Each team is expected to gather and analyze data about the present system and to design a replacement system for computerizing the operation. An oral presentation of the new system will be made by each team upon completion of the project. In addition, a systems package containing narrative and flowchart descriptions of the proposed system, as well as input/output descriptions, processing instructions, forms samples, proposed work schedules, etc., will be produced by each team. These will be critiqued on an individual team basis by the instructor.

Who May Attend

Persons who have the necessary grounding in ADP systems analysis and design fundamentals (see description) at GS-7 and above (or equivalent) may be nominated to attend this program. (Current computer programers and systems analysts should consult course descriptions of "Systems Analysis for Computer Programmers" or Systems Workshop for Computer Specialists.")

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, according to the following schedule:

Course dates	*Nomination deadline*
October 12–November 30, 1970	September 14, 1970
January 8–February 26, 1971	December 7, 1970
April 9–May 28, 1971	March 12, 1971

Other Information

The cost of this program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

STATISTICAL SCIENCE FOR ANALYSIS

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This broad survey course is designed to examine basic principles, underlying logic, and practical uses of statistical science for analysis.

Particular attention will be focused on: (*a*) Quantification of problems; (*b*) probability and risk; (*c*) sampling; (*d*) quality control; and (*e*) correlation and analysis. A combination of lecture and case method approach will be used to relate theory to real world applications.

Who May Attend

This program is primarily intended for newly assigned analysts, GS–9 and above, or equivalent, whose work assignment (current or anticipated) involves the use of statistics and who are seeking a practical review of fundamentals.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-registration for training forms (Optional Form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

Budget and Finance

Auditing

AUDITS IN FINANCIAL MANAGEMENT

Interagency Auditor Training Center

A 5-day course, in the Commerce Building, 14th Street and Sontion Avenue NW., Washington, D.C.

Description

This is an intensive course covering concepts, policies, practices, problems, and audit connotations in the Financial Management area. Coverage includes:

- Introduction to Financial Management
- Structure at Various Levels
- Flow of Funds, Fiscal Code, and Management Cycle
- Budget Procedures
- Accounting Principles for Government Agencies and Departments
- Audit Connotations

Who May Attend

The course is recommended for Government auditors who have need of training in the audits of Financial Management, either of an introductory or refresher nature. It is recommended that enrollees be of the GS–9 to 14 grade level.

How To Make Nominations

Nomination-registration for training, Optional Form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

AUDITS IN PROCUREMENT AND SUPPLY MANAGEMENT

Interagency Auditor Training Center

A 5-day course, in the Commerce Building, 14th Street and Constitution Avenue NW., Washington, D.C.

Description

This is an intensive course covering audits of the procurement and supply management functions. Coverage includes:

Procurement Audits

- Procurement of Supplies and Equipment
- Methods
- Government Assistance to Contractors
- Administration
- Types of Procurement
- Audit Connotations

Supply Management Audits

- Supply Distribution
- Requirements Determination
- Maintenance Relationship
- Audit Connotations

Who May Attend

The course is recommended for the Government auditor who is in need of audit training in the procurement or supply management area, either of an introductory or refresher nature. It is recommended that enrollees be of the GS–9 to 14 grade level.

How To Make Nominations

Nomination-registration for training, Optional Form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

AUDIT MANAGER SEMINAR ON GAO REQUIREMENTS

Interagency Auditor Training Center

A 2-day seminar to be given at the Commerce Building, 14th Street and Constitution Avenue NW., Washington, D.C. Date to be determined.

Description

Enrollees of this seminar will review and examine GAO requirements on:

- Accounting Principles and Standards for Federal Agencies and Departments
- Internal Auditing in Federal Agencies and Departments

Obstacles and proposed solutions relative to above mentioned requirements will be discussed.

Who May Attend

This seminar is recommended for audit managers who have leading roles in the direction of their offices' audit activities. GS–13 to 16 level suggested.

How To Make Nominations

Nomination-registration for training, Optional Form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230, not later than 2 weeks prior to the course. The cost of the seminar is $70 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

AUDITING SYSTEMS SUPPORTED BY ADP EQUIPMENT I

Interagency Auditor Training Center

A 5-day course in the Commerce Building, Washington, D.C., and in Chicago, Ill.

Description

This course is the first of a program of three integrated strategically spaced 5-day courses on Auditing Systems Supported by ADP Equipment. The program is designed for the modern auditor who examines systems which contain or are supported by varying amounts of ADP equipment. The program emphasizes the need for obtaining the audit expertise to deal with the new systems management is employing to accomplish its mission. ADP is kept in its proper perspective, that is, it is a part of the system, but not the subject of the audit. Enrollees of this first course will obtain new tools made necessary by the presence of ADP equipment in systems, a sound basis for practical auditing experience in the new environment, and a foundation for further specialized training in data automation. Coverage includes:

- ADP Audit Concepts,
- Survey Techniques and Approaches for Auditors,
- Auditor's use of Systems' Documentation,
- Internal Controls and Audit Tools,
- Basic Auditing Approaches and Techniques.

Who May Attend

Course is recommended for selected Government auditors of the GS–9/15 grade level. Enrollees should have a need for this specific course and should have the ability to master new subjects quickly.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230, not later than 2 weeks prior to the beginning of the course. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

AUDITING SYSTEMS SUPPORTED BY ADP EQUIPMENT II

Interagency Auditor Training Center

A 5-day course in the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C.

Description

This course is the second of three integrated strategically spaced 5-day courses on Auditing Systems Supported by ADP Equipment. This course contains computer programing, computer exercises, and computer assisted and other audit techniques. Coverage includes:

- Computer Programing,
- "Hands On" Computer Exercises,
- Computer Assisted and Other Audit Techniques.

Who May Attend

Course is recommended for selected Government auditors who have a need for this training. It is recommended that enrollees be of the GS-9/15 grade level and that they have completed course "Auditing Systems Supported by ADP Equipment I" or equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

EFFECTIVE GOVERNMENTAL AUDITING I

Interagency Auditor Training Center

A 5-day program, Commerce Building, 14th & Constitution Avenue NW., Washington, D.C. 20230.

Description

This course is designed primarily for the auditor who is relatively new in Government service. The experienced auditor who desires refresher training will also find this course beneficial. The course deals realistically with responsibilities, duties, and tools of auditors. Although this course is not a prerequisite for the course, "Effective Governmental Auditing II," both courses do complement each other. Mastery of concepts and procedures of the two courses will form a base upon which a successful audit career may be built. Coverage includes:

- Success Factors in Auditing
- Budgeting and Appropriation Processes
- Professional Ethics and Audit Standards
- Internal Auditing Responsibilities
- Internal Controls
- Audit Preparatory Work
- Survey Techniques
- Audit Guides
- Summary

Who May Attend

This course is specifically recommended for the GS-5/7 auditor who has recently entered Government service. The more experienced auditor who may desire a refresher course.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967-2542, or Mr. Richard A. Stearns, 967-3731.

EFFECTIVE GOVERNMENT AUDITING II

Interagency Auditor Training Center

A 5-day program, Commerce Building, 14th & Constitution Avenue NW., Washington, D.C. 20230.

Description

This course and the course "Effective Government Auditing I" are devised for the auditor who is comparatively new in Government service, or who desires a refresher course. Although the Auditing I course is not a prerequisite to this course, it is highly desirable that the newly employed auditor take both courses. This course deals with audit techniques and tools other than those covered in "Effective Governmental Auditing I." Satisfactory completion of both courses provide a base upon which a successful audit career may be built. Coverage includes:

- Essentials of Good Audit Workpapers
- Findings—Characteristics, Materiality, Development and Presentation

- Elements of Flow Charting—An Audit Tool
- Interviewing Techniques
- Probable Areas of Findings
- Weaknesses which prevent auditors from realizing their full potentialities
- What management expects of the Internal Auditor

Who May Attend

This course is specifically recommended for the GS–5/7 grade auditor, who has recently entered Government service. The more experienced auditor who desires a refresher course will also find this training beneficial.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

EXECUTIVE DEVELOPMENT OF AUDITORS

Interagency Auditor Training Center

A 5-day course at the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C.

Description

This is an intensive course which is heavily loaded with tested techniques and concepts which will upgrade the audit managers competence and indelibly assist him in realizing the potentialities of our time. Coverage includes:

- Communication Skills
- Improvement of Audit Managers Performance
- Job Needs, Job Enrichment, Job Satisfaction
- Personnel Responsibilities of Supervisory Auditors

Who May Attend

Course is recommended for audit managers or auditors who are expected to be audit managers in the near future. Suggested grade level is GS–13/16.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140. per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

FLOW CHARTING AND ITS APPLICABILITY TO AUDITING

Interagency Auditor Training Center

A 3-day course to be given at the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C. Date to be determined.

Description

This course treats the coverage of flow charting in depth through lectures, discussions and exercises. Audit connotations are explained and illustrated.

Who May Attend

Course is recommended for selected auditors of more than average capabilities who will respond to dynamic and imaginative concepts of GS–9/14 grade level.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230, not later than 2-weeks prior to the course. The cost of the course is $100 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

GRAPHIC AND COMPUTATIONAL ANALYSIS TECHNIQUES AS AN AUDIT TOOL

Interagency Auditor Training Center

A 5-day course to be given at the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C. Date to be determined.

Description

This course explains the use of graphic and computational analyses techniques as audit tools. Coverage includes:

- Review of Statistical and Mathematical Concepts Used in Course
- Simple Linear Correlation Analyses
- Time Series Charts and Analyses
- Principles and Construction of Graphs
- Scatter Diagrams
- Audit Connotations

Who May Attend

Course is recommended for progressive and imaginative auditors at the GS-9/15 grade level. A mathematical background is not required; however, enrollees should be capable of mastering new mathematical concepts quickly.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training, Commerce Building, Washington, D.C. 20230, not later than 2 weeks prior to the beginning of the course. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967-2542, or Mr. Richard A. Stearns, 967-3731.

OPERATIONAL AUDITING

Interagency Auditor Training Center

A 2-day course in the Commerce Building, Washington, D.C., and in New York, N.Y.

Description

This course is designed to enable the auditor to quickly discover major trouble areas and develop appropriate recommendations. These ultramodern managerial audit techniques help meet the problem of insufficient qualified audit personnel and enable the auditor to ascent above the inconsequential to discern major managerial problems and pertinent corrective measures. Case problems and exercises are used to reinforce and illustrate this ultra-modern managerial-type audit. Coverage includes:

- Theory and Applicability of Operational Audits
- Risks Involved
- Productivity of Audit
- Elements of Audit Approach
- Application of Theory
- Areas of Emphasis

Who May Attend

Course is recommended for the progressive and imaginative Government auditor of the GS-9/15 grade level.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230, not later than 2 weeks prior to the beginning date of the course. The cost of the course is $70 per participant. For further information, call Mr. Elwood A. Platt, 967-2542, or Mr. Richard A. Stearns, 967-3731.

PRINCIPLES AND PRACTICES OF AUDITING IN THE ADP SYSTEMS ENVIRONMENT

Civil Service Commission

A 3-week course to be held August 17–September 4, 1970; September 14–October 2, 1970; October 5–23, 1970; November 2–20, 1970; November 30–December 18, 1970; January 4–22, 1971; January 25–February 12, 1971; February 22–March 12, 1971; March 22–April 9, 1971; April 19–May 7, 1971; May 10–28, 1971, and June 7–25, 1971 at the Civil Service Commission, 1900 E Street NW., Washington, D.C.

Description

This course, designed at the request of and in coordination with the Federal auditing community, is intended to meet the basic ADP training needs of all Government auditors. The specific objectives of the course are: (*a*) To provide understanding of the impact of ADP on auditing; (*b*) to overcome—through knowledge—the apprehension of auditors about ADP systems and equipment; (*c*) to enable auditors to communicate meaningfully and confidently with ADP specialists; and (*d*) to familiarize auditors with internal controls, audit trails, tools, techniques, and methods which are generally applicable to the audit of ADP systems. Course content will include sessions on ADP systems design, equipment and programing; internal controls and audit trails; computer-assisted audit techniques; and the development of a realistic case-study application. The instructor team will consist of professional Government auditors and ADP specialists assigned to this effort on a full-time basis by their parent agencies.

Who May Attend

Government auditors, GS–9 and above or equivalent, with at least one year of Government auditing experience, are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives no later than 4 weeks before the beginning date for each course to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the courses will be shared by the participating agencies. The cost for the courses July to December 1970—$240 per student.

Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5467 or code 101–25467.

SEMINAR OF AUDIT MANAGERS

Interagency Auditor Training Center

A 2-day seminar at the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C.

Description

A 2-day seminar workshop consisting of examinations and evaluations of various audit office organizational structures, audit manuals, audit tools and aids, and reporting principles and concepts.

Who May Attend

The seminar is recommended for supervisory auditors who manage, or assist in the management of their respective audit offices. Enrollees should be thoroughly conversant with his office organizational structures and functions, manuals, audit tools, policies, and reporting principles.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Washington, D.C. 20230. The cost of the seminar is $70 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

SEMI-SENIOR AUDITING

Interagency Auditor Training Center

A 5-day course in the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C.

Description

This training consists of comprehensive cases covering all aspects of an audit and oriented to semi-senior grade level. Coverage includes:

- The Audit Assignment
- Audit plans
- Survey
- Audit Guides
- Controls
- Findings
- Concluding the Audit

Who May Attend

This course is recommended for the Government auditor of the GS–9/12 level who is anxious to qualify for increased responsibilities.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

SENIOR AND SEMI-SENIOR AUDITING

Interagency Auditor Training Center

A 5-day course in the Commerce Building, Washington, D.C.

Description

This course consists of lectures, discussions, and exercises on the technical and administrative responsibilities of the senior and semi-senior Government auditor. Coverage includes:

- Administrative and Technical Responsibilities Defined
- Ethics and Standards
- Internal Controls
- The Audit Survey
- Audit Guides
- Findings
- Concluding and Post Audit Considerations

Who May Attend

The course is recommended for the progressive Government auditor of above average potentialities currently in the GS–9/12 grade level.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731

STATISTICAL SAMPLING IN AUDITING I

Interagency Auditor Training Center

A 5-day course in the Commerce Building, 14th and Constitution Avenue NW., Washington, D.C., and in Atlanta, Ga.

Description

This intensive course presents concepts and procedures on statistical sampling in auditing. These concepts and procedures are reinforced with numerous exercises and case problems. This course will provide the on-the-line auditor and audit manager with working knowledge of subject, and with a sound basis for certain on-the-job applications and additional specialized training. Coverage includes:

- Orientation
- Basic Concepts
- Random Selection Procedures
- Sampling for Different Purpose
- Determining Size of Samples
- Estimation Methods
- Evaluation of Sampling Results
- Point vs Interval Estimates
- Non-Sampling Errors

Who May Attend

Course is recommended for selected auditors of GS-9/15 grade level who have need for knowledge on the subject. A mathematical background is not required; however, enrollees should be capable of mastering new subjects quickly.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230, not later than 2-weeks prior to beginning of course. The cost of the course is $140 per participant. For further information call Mr. Elwood A. Platt, 967-2542, or Mr. Richard A. Stearns, 967-3731.

STATISTICAL SAMPLING IN AUDITING II

Interagency Auditor Training Center

A 5-day course in the Commerce Building, Washington, D.C.

Description

The course consists of practical exercises and case problems on selection of samples, mechanics of sampling, determination of sample sizes and appraisal of sample results. Sophisticated methods are also introduced and explained. Coverage includes:

- Refresher of Basic Probability Sampling Audit Concepts
- Case Studies Covering Application of Wide Variety of Probability
- Sampling Problems—Cluster Sampling; Stratified Sampling; and Other Techniques
- Summarization

Who May Attend

Course is recommended for selected auditors of GS–9/15 grade level who have need of this knowledge. Enrollees should have completed Statistical Sampling in Auditing I or equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Platt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

SUCCESSFUL AUDIT REPORT WRITING I

Interagency Auditor Training Center

A 2-day course in the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C.; and in New York, N.Y.

Description

This course is designed for Government auditors who are involved in the preparation and review of audit reports. The course deals with practical and understandable "do's" and "don'ts" to assure lucid and effective communications, particularly with respect to the audit report. Exercises and case problems are used abundantly throughout the course. Coverage includes:

- Importance of Effective Report Writing
- Problems in Communication
- How to Use Words Effectively
- Punctuation—Make It Work For You
- How to Construct Potent Sentences
- Review and Edit

Who May Attend

The course is recommended for auditors of the GS–9/15 grade level who desire to improve their communicative skills, particularly with respect to the audit report.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Train-

ing Center, Commerce Building, Washington, D.C. 20230, not later than 2-weeks prior to the beginning date of the course. The cost of the course is $70 per participant. For further information, call Mr. Elwood A. Platt, 967-2542, or Mr. Richard A. Stearns, 967-3731.

SUCCESSFUL AUDIT REPORT WRITING II

Interagency Auditor Training Center

A 2-day course in the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C.

Description

This is an intensive and advanced course in Report Writing, designed to promote excellence in the design, development, and composition of the audit report. The course is loaded with practical instructions concerning the preparation, development, and presentation of the audit report. Coverage includes:

- Excellence in Report Design—Development; Materiality; Structure; Charts, Graphs and similar representations
- A wide variety of case studies and exercises are used

Who May Attend

The course is recommended for experienced Government auditors of the GS-9/15 grade level who have better than average competence in the writing of audit reports and who are desirous of further upgrading this competence.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230, not later than 2-weeks prior to the beginning date of the course. The cost of the course is $70 per participant. For further information, call Mr. Elwood A. Platt, 967-2542, or Mr. Richard A. Stearns, 967-3731.

SUPERVISORY AUDITORS COURSE

Interagency Auditor Training Center

A 5-day course at the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C.

Description

This course is devised to assist the supervisory auditor in the technical management of the audit. Principles and concepts on the supervisory auditors' technical responsibilities are reviewed, examined, and reinforced with case problems and exercises.

Who May Attend

This course is recommended for auditors of the GS–12 grade level and above, who currently have supervisory auditor responsibilities or who are expected to assume supervisory responsibilities in the near future.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Llatt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

SUPERVISORY AUDITORS INSTRUCTION COURSE

Interagency Auditor Training Center

A 5-day course at the Commerce Building, 14th & Constitution Avenue NW., Washington, D.C.

Description

The course is devised to upgrade teaching competence of auditor-instructors. Exercises used abundantly to reinforce concepts and principles. Coverage includes:

- Planning for Learning Activities
- Presentation and Explanation
- Performance
- Motivation
- Teaching Methods and Techniques
- Evaluation
- Leadership and Personality

Who May Attend

The course is recommended for supervisory auditors of grade level of GS–12 and above, who may be assisgned to instruct auditor training courses.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee to Director, Interagency Auditor Training Center, Commerce Building, Washington, D.C. 20230. The cost of the course is $140 per participant. For further information, call Mr. Elwood A. Llatt, 967–2542, or Mr. Richard A. Stearns, 967–3731.

SEMI-SENIOR TRAINING

Interagency Auditor Training Group

A 5-day program to be given several times on to be announced dates at the Interagency Auditor Training Center, Room 6880, Main Commerce Building, Washington, D.C. 20230.

Description

This course is a "How To" exercise designed to develop audit capability for auditors new or relatively new to Government auditing. The course is built around a case study which progressively builds the steps to be followed in conducting a management audit. Emphasis is given to: (*a*) Audit workpapers; (*b*) Audit techniques; (*c*) Developing findings, drawing conclusions and making corrective recommendations; (*d*) Exit conferences; (*e*) Report preparation, and (*f*) Critique.

Who May Attend

This program is designed primarily for and open to auditors of all agencies, generally at the entrance level up to and including GS–12's, or equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional form 37, should be submitted for each nominee 30 days in advance of each session date, to the Director, Interagency Auditor Training Center, Room 6880, Main Commerce Building, Washington, D.C. 20230.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $140 per person. Agencies will be billed for all accepted nominees unless formal cancellations are received by at least three work days prior to the course start date. Further information may be obtained by calling 967–2541 or code 189–2541.

Civil Rights and Equal Employment Opportunity

EQUAL EMPLOYMENT OPPORTUNITY COUNSELING

Civil Service Commission

A 3-day course to be held six times a year at the Civil Service Commission, 1900 E Street NW.

Description

Includes an overview of the EEO Counselor's duties, and defines the knowledges he needs to discharge his responsibilities in the informal resolution of discrimination complaints. Principal focus of the course is the counseling function; each participant has an opportunity to roleplay as a counselor, in workshops which simulate actual complaint situations.

PARTICIPANTS

First priority is assigned to persons who have been or will be designated as EEO Counselors, or who will conduct inhouse training in EEO counseling.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual annuncements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

INTERVIEWING TECHNIQUES FOR CIVIL RIGHTS INVESTIGATORS

Civil Service Commission

A 3-day program to be held at the Civil Service Commission, 1900 E Street NW. Dates will be announced later.

Description

Contract compliance and Title VI investigators spend a large part of their time in the field interviewing contractors, program managers, employees, program recipients, local officials, civil rights leaders, and other persons connected with complaints being investigated. Their reports and conclusions usually depend quite heavily on these interviews. Productive interviews can only be conducted when the interviewer has the necessary skills and knows whom to interview, how to interview, how to write up an interview and what preparations to make prior to an interview. This course will be designed to equip the civil rights investigator with these skills. By means of lectures and role playing it will acquaint the investigator with sources of community data necessary for background material, with the actual mechanics of good interviewing, and with suggested forms for recording the interview. It will be oriented towards civil rights investigations although much of the content will be relevant to other types of investigations.

Who May Attend

The program is intended primarily for Contract Compliance Officers and for Title VI Compliance Officers.

How To Make Nominations

Nominations will be submitted by the authorized agency official to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Deadline dates for nominations and notification of acceptance will be listed in program announcements to be issued at a later date.

Other Information

The cost of the program wil be prorated among the participating agencies. The cost to the agency will be $125 per participant. Additional information may be obtained by calling the General Management Training Center at 632–5662, or code 101, extension 25662.

INVESTIGATION OF COMPLAINTS OF DISCRIMINATION

Civil Service Commission

A 3-day course to be held three times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides the special expertise needed in investigating discrimination complaints, through exploration of legal and regulatory requirements, social factors, and "patterns" which have existed and may continue to exist; provides practice in analysis of complaints, fact-finding techniques, and recognition of underlying as well as evident factors; describes standards of adequacy of investigative reports.

Who May Attend

Employees who have significant responsibility for investigating discrimination complaints.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

WORKSHOP IN EQUAL EMPLOYMENT OPPORTUNITY FOR CONTRACT COMPLIANCE SPECIALISTS

Civil Service Commission

A 5-day program to be conducted in residence. Dates will be announced later.

Description

Executive Order 11246 requires contractors doing business with the Federal Government to practice equal employment opportunity. In order that Federal contract compliance officers better understand the spirit and intent of the order and its implications for a contractor's personnel policies, the Office of Federal Contract Compliance, which has the administrative responsibility for Executive Order 11246, and the General Management Training Center have developed a series of training courses. The training will be offered to all Contract compliance specialists in the appropriate agencies. The workshops will provide an intensive training experience in such areas as: the background of minority group employment, official Federal policy, problems in equal employment opportunity, techniques of problem identification and analyses, and skills in conducting the compliance review. A substantial portion of the training will be devoted to the use of case studies and role playing situations to provide participants with experiences that approximate those most likely to be encountered in the field.

Who May Attend

This course is appropriate for persons actively engaged in the compliance review function of their agency. It is *not* appropriate for persons having general EEO responsiblities.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to agencies well in advance of the program date. Further information may be obtained by calling 632–5662, or code 101, extension 25662.

WORKSHOP FOR TITLE VI COMPLIANCE OFFICERS

Civil Service Commission

A 5-day program scheduled as needed which will be held at the Civil Service Commission, 1900 E Street NW.

Description

Title VI of the 1964 Civil Rights Act requires that federally assisted programs be administered on a nondiscriminatory basis. It has therefore been necessary for agencies covered by Title VI to develop a compliance capability. The General Management Training Center, in consultation with the Department of Justice, will offer this course to give compliance officers training in the techniques and procedures of compliance review. Through the use of case study and role playing materials, this training seeks to emphasize the identification and analysis of problems and the development of skills useful in conducting compliance reviews. Attention is also given to the social context in which the review takes place on the assumption that such information is prerequisite to an effective review. This course is designed to improve the ability of compliance specialists to recognize the causes and forms of discrimination in federally assisted programs and to develop the skill and knowledge appropriate to civil rights investigation and the negotiation process.

Who May Attend

Persons with a Title VI compliance responsibility are eligible for participation in this course. It is designed for compliance specialists and should not be regarded as a general civil rights training program. Compliance administrators may wish to avail themselves of this training but they should be aware that the focus is on techniques useful primarily to field personnel.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmations of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program date. Agencies may obtain further information from the General Management Training Center, 632–5662, or code 101, extension 25662.

MILITARY POSTAL OPERATIONS MANAGEMENT

Post Office Department

A 4-week program conducted at intervals throughout the year at the Postal Service Management Institute, 7900 Wisconsin Avenue.

Description

This program presents a thorough review of civilian and military postal operations, plus overviews, field tours to nearby postal operations, and selected courses in supervision, administration, and management. The training is aimed at preparing participants to manage an APO or comparable military-naval postal unit.

Who May Attend

Candidates nominated by respective military branches.

How To Make Nominations

Contact: Registrar, Postal Service Management Institute, 7900 Wisconsin Avenue, Bethesda, Md. 20014. Telephone: 656–5191.

PASSENGER TRAVEL CONFERENCE

General Services Administration

A 2-day course scheduled periodically in Washingon, D.C., and other centers of Federal population, or offered onsite at agency request.

Description

This conference is designed to assist Federal agencies in evaluating their transportation activities on a total cost concept and in reducing costs by taking into account all relevant factors, including schedules, fares, per diem, loss of productive time, as well as the comfort and net effectiveness of the traveler. It also enables agencies to evaluate the benefits of passenger traffic management techniques applied to agency programs including centralized travel services.

Who May Attend

This course is open to civilian agency personnel who supervise travel activities; approve, authorize, or arrange travel; and formulate or develop travel procedures.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain further information by calling area code 202, 343–7681, or code 183, extension 7681.

SPACE PLANNING AND OFFICE LAYOUT

General Services Administration

A 4-day course scheduled periodically at various centers of Federal population; not offered in Washington, D.C.

Description

This course is designed to train participants in the skills and techniques of space planning and office layout, including: Determination of space requirements, space assignments, office arrangement, formulation of criteria for office layout, space utilization, work flow requirements, moving, and the concepts and requirements of space management. Through the use of lectures, discussions, group interactions, and practical office layout problems, the participants have an opportunity to learn basic concepts and exchange ideas. Approximately one-half the course involves practical applications during workshop sessions. When the participants have finished the course, they should have developed greater efficiency and expertise in the following areas: Development of space requirements, concept and execution of an office layout, templating techniques, planning, and executing a move, and maintaining effective space management.

Who May Attend

Management officials, office managers, and space planning and layout technicians of Federal agencies who are responsible for space management functions are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General

Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

Legal

HEARING EXAMINERS AND THE REGULATORY PROCESS: CURRENT ISSUES, PROBLEMS AND DEVELOPMENTS

Civil Service Commission

Two 6-day sessions to be conducted in residence on November 15–20, 1970 and April 11–16, 1971.

Description

This program is designed for hearing (trial) examiners; and it is developed to assist in meeting the broad and continuing educational and developmental needs for the hearing examiners. The design of the course, the teaching techniques employed, and the background of the resource people will contribute to the enlargement of judicial acumen regarding the characteristics and essential qualities of the following:

A. The hearing examiner's role in Government in the agency to which he is attached and the society which is affected by the decisions which he makes.
B. The economic, social, and political systems, how they operate and change, and how hearing examiner activity relates to these systems.
C. The functions and processes of regulation and the relationships between regulatory responsibilities, governmental programs and quasi-judicial activities.
D. The administrative and structural aspects of organizations, how these effect the hearing examiner and relate to his own needs for administrative skills.
E. The developments in law, including those in the Administrative Procedures Act, concentrating on matters such as (*a*) the judicial aspects of the hearing examiner activity and (*b*) the court and agency decisions affecting the limits of the examiner's discretion and authority.

F. Philosophy and logic, in addition to scientific and technological aspects of law and government and the activity of the hearing examiners concerned.

Who May Attend

Participation in the program on the Administrative Process is open to all hearing (trial) examiners in the classification series GS-935.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost to the agency will be $325 per person. The cost for living accommodations and meals will be paid by each individual participant out of his per diem. Agencies may obtain further information by calling the General Management Training Center, 632-5662, or code 101, extension 25662.

TECHNICAL ASSISTANCE WORKSHOPS

CORRESPONDENCE MANAGEMENT (2B)

General Services Administration

Four ½-day sessions, scheduled to meet agency demand.

Description

This workshop develops the need for a correspondence management program and how to design it. It deals with the cost of written communications, how to reduce these costs, and how to provide the reader with letters that achieve clarity, brevity, power, and empathy.

Who May Attend

Personnel responsible for sizable correspondence operations are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS DIRECTIVES SYSTEMS IMPROVEMENT (4A)

General Services Administration

A 2-day workshop, scheduled to meet agency demand.

Description

The workshop is designed to enhance the responsiveness of agency personnel to executive decisions through the communication of policy, procedures, and instructions in the clearest, most effective manner. It concentrates in the areas of directives planning, organizing, writing, illustrating, and editing.

Who May Attend

Any management official is eligible to attend who either originates directives or manages or operates a directives system.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS FILES IMPROVEMENT (7A)

General Services Administration

A 2-day workshop scheduled periodically to meet agency demand.

Description

This workshop is designed to help Government offices save time and money through the establishment of effective filing systems. Participants develop solutions to problems simulating actual filing situations. The project followup calls for participants to apply the standards and techniques discussed in the workshop to their own agency files.

Who May Attend

Any person whose duties require him to set up or maintain files, including clerks, secretaries, and those who supervise filing operations, is eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS FORMS ANALYSIS AND DESIGN (3A)

General Services Administration

A comprehensive 10-day workshop, scheduled periodically in Washington, D.C.

Description

This workshop is designed to provide ways and means for conducting an effective forms management program. Conferees will discuss how to establish and operate a forms management program; the relationship of forms management to other paperwork management programs; how to analyze a form segment-by-segment to make it easy to read, write, transmit, and file; how to apply forms design standards; how to develop forms that fit processing equipment, including an introduction to techniques used in source data automation; charting methods and their use in analyzing forms procedures; and applying the survey approach to forms projects.

Who May Attend

This workshop is designed for forms managers, forms analysts, forms liaison representatives, forms designers, and those who supervise a forms staff.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS
FORMS FOR AUTOMATION (3C)

General Services Administration

A 5-day workshop, scheduled to meet agency demand.

Description

The purpose of this workshop is to acquaint participants with requirements, specifications, and practical techniques and applications for developing efficient, economical forms for use with ADP equipment. Special projects provide practical experience in applying the standards and techniques discussed.

Who May Attend

Forms analysts and those ADP personnel who design or develop forms are eligible to participate, especially if they have previously attended the Forms Analysis and Design Workshop (3A).

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS FORMS IMPROVEMENT (3B)

General Services Administration

Two ½-day sessions, scheduled periodically to meet agency demand.

Description

This workshop presents and applies techniques to improve the paperwork flow by simplifying and improving the forms used. Effective principles for improving, simplifying, combining, and eliminating forms are discussed and utilized. During the course the participants redesign and simplify a heavy usage form.

Who May Attend

Supervisory, administrative, and professional specialists and technicians are eligible for this workshop.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS INFORMATION SYSTEMS DESIGN (5B)

General Services Administration

A 5-day workshop, scheduled to meet agency demand.

Description

This workshop covers the various steps necessary to design an information system, emphasizing the determination of the system function, identification of information requirements, organization of data, network analysis, formulating new systems, development of output, understanding management sciences, input methods, developing alternatives, preparing systems proposals and systems specifications, testing, measuring benefits.

Who May Attend

Management analysts and managers who are about to undertake a major information systems study and management analysts engaged in a reports management or management information program are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS MANAGING AN OFFICE MACHINE PROGRAM (8C)

General Services Administration

A 1-day workshop, scheduled periodically to meet agency demand.

Description

This workshop deals with the proper selection of records-making and records-keeping devices such as dictation units, typewriters (including fully automatic ones), calculators, reproduction machines, quick-copy devices, mail handling equipment, and filing equipment. Participants should have a responsibility for analyzing and improving office methods.

Who May Attend

Personnel who need to learn more about analyzing and improving office methods.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS MECHANIZING PAPERWORK SYSTEMS (8B)

General Services Administration

A 3-day workshop, scheduled to meet agency demand.

Description

This workshop is designed to provide practical guidance on when to use machines to reduce manual paperwork processing. Focus is placed on the practical conversion to mechanized systems. Participants are assisted in locating potential areas in their own offices which will lend themselves to such conversion.

Who May Attend

Federal personnel who need to know more about mechanized systems.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division

(NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS MODERNIZING MANAGEMENT REPORTS (5A)

General Services Administration

A comprehensive program presented in five ½-day sessions, scheduled to meet agency demand.

Description

The workshop deals with the continuing need for better management information and reporting and focuses on management information requirements. It demonstrates and develops ways to get the right information, at the right time, with the clearest possible communication. It stresses how to stop unneeded reporting to achieve the lowest possible cost. Case histories show application of the workshop techniques. Participants, working in groups, tackle real problems of their own agencies.

Who May Attend

Registration in groups of four from a single agency provides the most effective group pattern to insure practice applications.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS OFFICE INFORMATION RETRIEVAL (6A)

General Services Administration

A 5-day workshop, scheduled to meet agency demand.

Description

The workshop is designed to show how and under what circumstances modern information methods and equipment may be applied to improve dissemination, storage, and retrieval of information in various areas of the office. Participants are introduced to the techniques and systems in use today and some of those being developed. They are shown how to conduct information retrieval surveys, how to design a coordinate index system, and how to select the right system and equipment. This workshop is designed to broaden the understanding and skills of management analysts.

Who May Attend

Management analysts, systems personnel, and others who may be directly involved in designing and installing an efficient information retrieval system.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS RECORDS DISPOSITION (7B)

General Services Administration

A 1-day workshop, scheduled to meet agency demand.

Description

This workshop is concerned with the major practices, procedures, and programs related to effective records disposition. It deals with the operation of an efficient records disposition program, the preparation of records control schedules, the identification of permanent records, the use and function of Federal Records Centers, and the relationship of records disposition to other paperwork management programs.

Who May Attend

The course is designed for (1) employees who have custody of files or (2) who have records-administration liaison responsibilities, apply records control schedules or audit the performance of organizational units in complying with such schedules. It is of particular value to an agency if all participants undertake a records dispositions project as part of the followup.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS RECORDS MAINTENANCE AND DISPOSITION (1B)

General Services Administration

A 5-day workshop, scheduled to meet agency demand.

Description

This workshop is designed to cover only the maintenance and disposition subjects listed in the Records Management Workshop (1A), with emphasis on the following specific areas of records management: Managing records, files operations, subject classification, records inventorying and scheduling, records storage (including a tour of the National Records Center), vital records protection, mail management, office information retrieval, conducting a records system study, and the do's and don'ts of a successful records program. It also includes a discussion session of the maintenance and disposition principles covered during the week.

Who May Attend

The workshop is designed for records liaison officers, records supervisors, management technicians, and other personnel engaged in the areas of records maintenance and disposition operations.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archieves Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS
RECORDS MANAGEMENT (1A)
General Services Administration

A 2-week workshop, scheduled periodically to meet agency demand.

Description

The purpose of this workshop is to provide a broad perspective and insight of records and paperwork management as a whole. Through lectures and discussions the scope of records management is examined. Among the topics analyzed are: Managing correspondence, managing directives, managing reports, managing forms, managing mail, managing files, records scheduling, records disposition, surveys, and audits, office machine selection and utilization, source data automation, clerical work measurement, vital records handling, information retrieval developments, and the do's and don'ts of an effective records management program.

Who May Attend

The workshop is designed for records officers and records management analysts and specialists.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division

(NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS SOURCE DATA AUTOMATION (8A)

General Services Administration

A 5-day comprehensive workshop, scheduled as needed.

Description

This workshop is designed to familiarize operating officials with the principles and concepts of mechanized data processing. The course stresses the importance of capturing data in machine language where the data is first encountered. An actual SDA project in each participant's agency is required with followup within 60-90 days on the status of the project selected.

Who May Attend

This course is open to any Federal official who needs to know more about the possible means of automating the processing of data at its source and is prepared to undertake an SDA project if warranted in his agency.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963-4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS SPEEDING THE MAIL (2C)

General Services Administration

Two ½-day sessions, scheduled to meet agency demand.

Description

This workshop deals with the handling of incoming correspondence and the clearance of replies. Ways to achieve shorter inshop time for correspondence requiring a reply are discussed. How and where improvements can be made is determined.

Who May Attend

The workshop is designed primarily for personnel in program offices where a volume of action mail is handled.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

Personnel

Classification

ADVANCED POSITION CLASSIFICATION

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Emphasizes classification program planning and execution as an integral part of total personnel management; stresses the role of classification in solving management problems and the responsibilities of the classification staff in related programs such as position management and job redesign; provides information about new classification concepts and techniques, and evaluation of the classification program.

Who May Attend

Personnel specialists, GS–9 through 13, who have performed journeyman classification work for at least one year.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies six weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

POSITION CLASSIFICATION AND THE MANAGEMENT PROCESS

Civil Service Commission

A 5-day course held four times a year at the Civil Service Commission, 1900 E Street NW.

Description

Stresses the role of classification in total personnel management. Provides information and practice applications necessary to develop basic skills in factfinding, analysis, and evaluation of positions through workshop and workbook activities.

Who May Attend

Persons serving in personnel management positions, GS–5 through 9, who are or will become directly involved in the classification function.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

POSITION MANAGEMENT

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Establishes a systematic approach to position management through study of the organization, groupings, and assignment of duties in accordance with effective procedures and technology; affords practice in the solution of problems of design of work, alternative organizational structures, motivation, utilization, and control systems; emphasizes the team approach (involvement of specialists in budgeting, classification, management analysis, etc.).

Who May Attend

Personnel, budget, and management analysis specialists, and line managers, who have significant responsibilities in position management and who have well-rounded backgrounds in their own fields.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

BASIC EMPLOYMENT DEVELOPMENT

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Provides an introduction to and basic understanding of employee development principles and practices; emphasizes development of skills in the design and administration of the training cycle from identification of needs and objectives through design, administration, and evaluation.

Who May Attend

Employees in GS–5 through 9 who are beginning or have been selected for careers in employee development.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ADVANCED EMPLOYEE DEVELOPMENT

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Defines and analyzes the changing role of the employee development officer; examines major problem areas such as determining training needs and evaluating training programs; discusses significant developments in teaching methods, and behavioral science contributions to employee development.

Who May Attend

Personnel specialists, GS–9 through 13, who have significant responsibilities in employee development and who have had training or experience in the function.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

MANAGEMENT DEVELOPMENT: PRINCIPLES AND METHODS

Civil Service Commission

A 5-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Provides employee development officers and others with significant management development responsibilities a framework in which to plan and carry out management development programs through: analysis of the competences required of the modern manager, definition of the role of the employee development officer in facilitating the development of such competences, and appraisal of significant theories and techniques relevant to management development.

Who May Attend

Career employees, GS–11 and above, with significant responsibilities in the employee development function and with specific responsibility for management development in their agencies.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Manage-

ment Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

INSTRUCTOR TRAINING

Civil Service Commission

A 10-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Covers principles ,methods, and practices of instruction, including: the psychology of learning, preparation of lesson plans, varieties of teaching methods, preparation and use of visual aids, and evaluation of training. A "how-to-do-it" course emphasizing a series of practice instructional sessions for each participant, with oral and written critiques from the group and individual criticism and assistance from the Personnel Management Training Center staff.

Who May Attend

Any employee who is responsible for instructing or for training others to instruct.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PROGRAMMED INSTRUCTION: APPLICATIONS FOR GOVERNMENT TRAINING

Civil Service Commission

A 5-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Orients employee development officers to the principles, methods, techniques, capabilities, and limitations of programed instruction, through coverage of psychological bases and characteristics of programed instruction, identification of training needs that can be effectively met with programed instruction, programing methods and techniques, and other related topics. Participants will have an opportunity to prepare a short unit of programed instruction.

Who May Attend

Employee development officers and specialists responsible for allocating training resources.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

SEMINAR IN ADP FOR EMPLOYEE DEVELOPMENT SPECIALISTS

Civil Service Commission

A 2-day seminar to be held July 23–24, 1970, at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to assist employee development specialists at all levels to meet the challenge posed by the actual or anticipated introduction of automatic data processing into their agencies. The

378-794 O—70——11

course will include: (*a*) the present and future role of ADP in the training field: (*b*) typical computer applications in the management of training activities and their results in terms of efficiency and economy; (*c*) training required to achieve various levels of ADP competence, and available Government and non-Government resources for training; and (*d*) training considerations in ADP workforce orientation and employee retraining.

Who May Attend

Training officers, employee development specialists, and those who are concerned with providing training programs in the ADP field are eligible for nomination. Prior attendance at a Management Introduction to ADP or equivalent knowledge is recommended.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, no later than 1 month before course commencement.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 632–5650 or code 101, extension 25650.

WORKSHOP FOR PROGRAMMERS

Civil Service Commission

A 10-day course held annually at the Civil Service Commission, 1900 E Street NW.

Description

Provides skills in writing, editing, validating, and evaluating programed learning units (both linear and branching formats).

Who May Attend

Training directors, employee development officers and others who are responsible for preparing training or teaching materials. Exposure to programed learning is helpful but not mandatory; some writing ability or interest in writing is desirable. Subject matter specialists, who may be teamed with a programer on special projects, will also be admitted on a space available basis.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

Employee Relations

BASIC EMPLOYEE-MANAGEMENT RELATIONS

Civil Service Commission

A 5-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides basic knowledge of the employee relations function, with emphasis on case analysis of individual complaints, grievances, and appeals and coverage of legal and regulatory requirements; includes principles of human relations and introduction to counseling techniques.

Who May Attend

Persons serving in personnel management positions, GS–5 through 9.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ADVANCED EMPLOYEE-MANAGEMENT RELATIONS

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission, 1900 E Street NW.

Description

Emphasizes the role of the employee relations officer in assisting management with individual employee relations problems; discusses communication, morale and attitude surveys, the solution of the more difficult human relations problems, and the establishment of a climate in which such problems are minimized; provides an overview of the labor-management relations program.

Who May Attend

Personnel specialists, GS–9 through 13, who have had training or experience in the employee-relations function.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ADVERSE ACTIONS

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides information on the historical and legal background and principles, procedures, and precedents involved in the Federal adverse action and reduction in force systems.

Who May Attend

Personnel specialists, GS–9 through 13, who prepare or review correspondence involved in adverse actions; plan and carry out reductions in force; prepare or review regulations; or perform advisory and counseling work in the subject areas concerned.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

BASIC LABOR-MANAGEMENT RELATIONS

Civil Service Commission

A 5-day course to be held three times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides an overview and basic knowledges of Federal labor relations, including Executive Order 11491, organization and goals of Federal labor organizations, the negotiation process and techniques, contract implementation and administration, grievance handling, and related areas.

Participants

Personnel specialists at any grade level who are new or relatively inexperienced in this area.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

INDUSTRIAL RELATIONS SEMINAR FOR EXECUTIVES

Offered 4 times a year (course consists of four weekly sessions spread over 4 weeks) each session is held from 8 a.m. to 10 a.m. at the Civil Service Commission, 1900 E Street NW.

Description

Examines the most critical problems in the field of labor-management relations and personnel management. Explores issues in terms of their relevance to top level managers. Combination lecture and discussion with emphasis on contribution and participation by Federal executives who attend the course. Size of group limited to 25. Each session ends promptly at 10 a.m. to allow executives to return to their office with minimum interruption to work schedule.

Who May Attend

Federal executives, both civilian and military, GS–15 and above, or equivalent. This course is not intended for personnel specialists or labor-management relations specialists.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

NEGOTIATING AND IMPLEMENTING AGREEMENTS

Civil Service Commission

A 3-day course to be held three times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides knowledge of principles and procedures involved in planning for negotiation conferences, conducting such conferences, and implementing agreements within the framework of the Federal labor-management relations program.

Who May Attend

Persons assigned management responsibility for negotiating agreements or for advising or training others who will negotiate agreements.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PRE-RETIREMENT PLANNING INSTITUTE FOR AGENCY ADVISORS

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides agency retirement advisors with knowledges and techniques which will serve as a basis for developing and conducting in-house pre-retirement planning programs, and for strengthening existing programs. Covers: objectives of pre-retirement planning, content of a comprehensive pre-retirement planning program, design, conduct, and evaluation of pre-retirement planning programs, and techniques of retirement counseling.

Who May Attend

Agency personnel who are or will be responsible for developing in-house pre-retirement planning programs or for counseling individual retirement eligibles.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

TRAINING PROGRAM FOR FINANCIAL COUNSELORS

Bureau of Federal Credit Unions

A 5-day program to be given approximately four times a year in Washington, D.C., and major U.S. cities.

Description

The objectives of the training program for financial counselors are to provide consumer education and information on personal financial management that may be helpful to employees as consumers; to provide assistance for employees needing and seeking financial planning advice; to reduce the administrative burden on the agency and protect the job environment from interruptions that may occur when employees are pressed by personal financial problems.

Who May Attend

The program agenda has sufficient flexibility that it can be designed for administrative, supervisory, or clerical personnel. However, agencies may find it preferable to enroll supervisory personnel who will then be equipped to counsel and advise a much larger number of employees in the agency.

How To Make Nominations

For information on class schedules and how to make nominations, contact Mrs. Ann Gailis, Bureau of Federal Credit Unions, Department of Health, Education, and Welfare, Washington, D.C. 20201 (phone 202–382–8216).

Staffing and Placement

BASIC STAFFING AND PLACEMENT

Civil Service Commission

A 5-day course to be held four times a year at the Civil Service Commission

Description

Provides an overview and basic knowledges of Federal staffing and placement policies and practices, including recruitment, placement, examining, appointment, internal staffing, promotion, placement followup, and program evaluation.

Who May Attend

Persons serving in personnel management positions, GS–5 through 9.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

ADVANCED STAFFING AND PLACEMENT

Civil Service Commission

A 5-day course to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Reviews the subject areas comprising the staffing function, with emphasis on current policies and concerns and on the contributions of the behavioral sciences to the assessment of human abilities; emphasizes career staffing concepts and the responsibilities of staffing specialists in the achievement of the agency's mission; discusses evaluation of the staffing program.

Who May Attend

Personnel specialists, GS–9 through 13, who have had training or experience in the staffing function.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL ASSESSMENT AND SELECTION

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Reviews the basic concepts in the assessment of human abilities; stresses the uses, advantages, and limitations of the several types of personnel measurement and appraisal devices, e.g., supervisory appraisals, tests, vouchers, interviews, etc.; examines job analysis techniques including the job element approach, and ranking scheme techniques involving combining and weighting measurement results.

Who May Attend

Personnel staffing specialists (GS–7 through 12) and other personnel specialists whose responsibilities include staffing.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL INTERVIEWING AND COUNSELING

Civil Service Commission

A 4-day course held three times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides a basic knowledge of the concepts and techniques used in the three principal categories of interviewing methods—the employment interview, the employee counseling interview, and the career counseling interview (separate segments will be devoted to interviewing and counseling the underutilized and disadvantaged). Participants, when in practice workshop sessions, will be assigned according to their indicated specialty.

Who May Attend

Employees in any professional personnel specialty (Grades 5–12) with significant interviewing, employee counseling, or career counseling responsibilities. Staff specialtists and supervisors from other occupational series will be admitted as space permits.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

PERSONNEL STAFFING ASSISTANT FUNCTION

Civil Service Commission

A 3-day course held six times a year at the Civil Service Commission, 1900 E Street NW.

Description

Provides knowledge for clerical and technical support personnel in the use of the Federal Personnel Manual and qualification standards; increases understanding of specific rules, regulations, and procedures concerned with recruitment, examination, selection, and placement; and examines various employment interviewing techniques.

Who May Attend

Employees (GS–4 through GS–6) who have clerical and/or technical support or assistant responsibility in the personnel staffing function.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Manage-

ment Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

TRAINING INSTITUTE FOR RECRUITERS

Civil Service Commission

A 4-day course held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

Stresses recruiting methods and techniques, with emphasis on recruitment at colleges and universities. Covers the recruiting roles of the Commission, agencies, and Federal recruiters; authorities for recruiting and flexibilities under the merit system; determining long and short term manpower requirements; and techniques of interviewing, combined with practice interview sessions.

Who May Attend

Federal recruiters who plan to devote part-time or full-time to recruitment, especially at colleges and universities. This includes new and experienced recruiters.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632–5636 or code 101, extension 25636.

TRAINING INSTITUTE FOR RECRUITERS OF CLERICAL PERSONNEL

Civil Service Commission

A 2-day course held annually at the Civil Service Commission, 1900 E Street NW

Description

Designed to help Federal recruiters of clerical personnel. The course will cover the roles of the Commission, agencies, and Federal recruiters; recruiting methods and techniques of interviewing. It will include talks by authorities from schools, industry and government, and discussions in which all participants will have an opportunity to contribute.

Who May Attend

All Federal recruiters of clerical personnel are eligible. This includes experienced and new recruiters, whether they devote part time or full time to recruitment, and regardless of the kinds of clerical occupations for which they recruit.

How To Make Nominations

CSC nomination cards (Optional form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Exact course dates, cost, deadline dates for receipt of nominations, and dates for confirmation of acceptance will be listed in individual announcements which will reach agencies 6 weeks before the course.

Other Information

Agencies may obtain further information by calling 632-5636 or code 101, extension 25636.

ACCRUAL ACCOUNTING WORKSHOP

Civil Service Commission

A 5-day program offered once a quarter in Washington, D.C. A similar program will be presented by the St. Louis and San Francisco Regional Training Institute.

Description

This program was developed in conjunction with the General Accounting Office to facilitate the understanding, acceptance, and use of accrual accounting systems for Management purposes. An understanding of the basic principles and concepts is stressed. With this knowledge, a program manager, administrator, or staff officer will appreciate the benefits which can be derived from an accrual accounting system and the advantages such systems offer to sound management. Classes consist of lectures, group discussions, and problem-solving. All examples and cases will be drawn from the public sector.

Who May Attend

Participation is open to Federal, State, and local government employees. Nominees should be in the middle or upper levels of management, and hold positions where an understanding of financial information is pertinent to the performance of their duties.

How To Make Nominations

Authorized agency officials should submit a Nomination-Registration for Training form (Option form 37) for each nominee to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

For further information on this program in Washington, D.C., call area code 202, 632–5600 or IDS code 101–25600. Contact Regional Training Institutes for information on their programs.

BASIC DATA ANALYSIS

Civil Service Commission

A 3-day program conducted six times a year in Washington, D.C.

Description

This course is designed to: (1) prepare participants for quantitatively oriented and technical courses; (2) provide a review of basic mathematics; and (3) provide an understanding of the need for quantification and of the world of numbers. Included in the subject matter will be: quantification; language of sets (a part of the "new math"); basic algebraic operations; mathematical notation; notation of a function; and an introduction to mathematical models and sampling.

Who May Attend

This course is intended for Federal, State, and local government officials who are involved in program management or analysis, who need a review of basic mathematics, and who are considering course work in other analytic techniques such as linear programming, statistics, or regression analysis. There are no grade level restrictions.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

CORRELATION AND REGRESSION ANALYSIS

Civil Service Commission

A 5-day program conducted quarterly in Washington, D.C.

Description

This course is designed to enable an analyst or program manager to: (1) recognize problems that can be analyzed by correlation and regression analysis; (2) understand the computational methods involved; (3) formulate problems in correct form for solution; and (4) compute solutions to formulated problems.

Who May Attend

This course is intended for Federal, State, and local government officials who are involved in program management or analysis. There are no grade level restrictions. However, nominees should have some knowledge of basic algebra and mathematical notation. If the nominee does not have this knowledge, the Civil Service Commission provides a three-day review course, *Basic Data Analysis.*

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600.

COST BENEFIT WORKSHOP

Civil Service Commission

A 5-day program conducted ten times a year in Washington, D.C. A similar program is offered in the San Francisco, St. Louis, and Atlanta Civil Service Commission Regions.

Description

This course is designed to provide instruction in the basics of cost/benefit analysis, with a maximum amount of participation in actual analysis and a minimum amount of philosophy consistent with understanding. There will be several case exercises taking up about half the course workshop. Topics to be covered are: the setting for analysis; problem formulation and systems identification; the process of analysis; criteria problems and output measures; model building and use; present value, discounting, and other time problems in analysis; cost and benefit identification and calculation; standards for reviewing analysis; and the economics of public program analysis.

Who May Attend

This course is intended for Federal, State, and local government officials who are: (1) beginners in actual analysis involving cost benefit calculations; (2) managers for whom a working knowledge of the techniques of C/B analysis is important; (3) program element managers; and (4) those who review cost-benefit studies. There are no grade level restrictions; however, nominees at GS-9 and below (or equivalents) will be considered on an individual basis.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

378-794 O—70——12

DETERMINING PROGRAM COSTS (successor to Introduction to Cost Analysis)

Civil Service Commission

A 5-day program conducted six times a year in Washington, D.C.

Description

This course is designed to enable managers to develop a good understanding of the techniques that are used in determining costs of future programs. It will provide practical methods for problem identification and insights into the application of cost projection techniques. The course will also introduce the concepts and methods concerned with identifying the true level of past, present, and future costs for such purposes as budgets, estimates of cost-to-complete programs, manpower needs, operating performance, and control of subcontracted activities.

Who May Attend

This program is intended for Federal, State, and local government officials who are in positions responsible for or influencing management decisions. There are no grade level restrictions.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

DISCOUNT RATES AND PROCEDURES

Civil Service Commission

A 1-day program conducted quarterly in Washington, D.C.
A similar program is offered in the San Francisco Civil Service Commission Region.

Description

This course is designed to achieve the following objectives: (1) to explain why discounting is a reasonable approach to analyzing future program costs and benefits; (2) to provide instruction on how to do it; and (3) to guide participants through actual practice problems and a case study. Participants will feel competent to carry out the provisions of Bureau of the Budget Circular A–94 and to know when to use discounting generally in the planning, programing, and budgeting process.

Who May Attend

This program is intended for Federal, State, and local government officials involved in program analysis, budget analysis, management analysis, planning, or management of a public program. There are no grade level restrictions.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact the regional training institute for information about its program.

ECONOMIC INVESTMENT ANALYSIS

Civil Service Commission

A 4-day course offered twice a quarter in Washington, D.C. A similar program will be offered by the St. Louis and San Francisco Regional Training Institutes.

Description

This program covers the major elements involved in economic investment analysis of Department of Defense projects. Lectures, case studies, and discussion groups cover such topics as: discounted cash flow, cost analysis, treatment of inflation and uncertainty, decision criteria, and preparation and presentation of economic investment analysis. Although cases and examples are drawn from Defense, the principles and techniques are applicable to all government programs using economic analysis.

Who May Attend

Participation is open to civilian and military personnel in the middle or upper levels of management, administration, or budgeting in government.

How To Make Nominations

Authorized agency representatives should submit a Nomination-Registration for Training form (Optional form 37) for each nominee to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Accepted nominations will be confirmed in advance of each session.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of the program. Further information may be obtained by calling area code 202, 632-5600 or IDS code 101-25600. Contact the regional training institutes for information on their programs.

EDUCATIONAL PROGRAM IN SYSTEMS ANALYSIS

Civil Service Commission

A full academic year program conducted at six major universities—the University of California at Irvine, Harvard University, University of Maryland, Massachusetts Institute of Technology, University of Michigan, and Stanford University.

Description

This course is designed to develop analysts and provide systems analysis capability for public program analysis. A typical course of study includes micro-economics, quantitative methods, public expenditure theory, and operations research. Additional workshops and seminars are offered which have specific substantive focus, and opportunities are provided to select electives from a wide variety of university offerings.

Who May Attend

This program is intended for Federal, State, and local government officials, generally in grade levels GS-9 through GS-13 or equivalent. Nominations should be limited to persons who are being developed to make a contribution to systems analysis in their department or agency. Nominees generally should have: (1) a bachelor's degree from an accredited college or university; (2) an academic average of B or better; and (3) have taken the Graduate Record Examination, the Miller Analogies Test, or the Admission Test for Graduate Study in Business.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be submitted for each nominee, along with all college/university transcripts, an agency recommendation, and a test score. A deadline late in January is usually imposed for receipt of nominations.

Other Information

Further information can be obtained from: agency training officers; the CSC publication "Long-Term Educations Opportunities Under the 1970–71 Educational Program in Systems Analysis and Other Programs;" or the Management Sciences Training Center, area code 202, 632–5600, or IDS code 101, extension 25600.

ELEMENTARY BOOKKEEPING IN THE PUBLIC SECTOR

A 3-day course offered in Washington, D.C. Dates to be announced.

Description

This course is designed to orient accounting clerks and accounting technicians in the fundamentals of double-entry bookkeeping as it applies to government operations. Some of the subjects to be covered are: (1) debits and credits, the essence of double-entry bookkeeping, (2) fundamental bookkeeping records, (3) trial balance, statements of financial position, and statements of operations, and (4) bookkeeping in the public sector vs. the private sector. Much of the course is devoted to demonstration of journal entries and their affect on different accounts.

Who May Attend

This course is primarily for accounting technicians, and accounting clerks to grade GS–7.

How To Make Nominations

Authorized agency officials should submit a Nomination-Registration for Training (Optional form 37) for each nominee to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

For further information on this program in Washington, D.C., call area code 202, 632-5600 or IDS code 101-25600.

EXECUTIVE WORKSHOP IN OPERATIONS RESEARCH TECHNIQUES

Civil Service Commission

A 2-day seminar to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is specifically designed as a techniques oriented program for executives already familiar with the broad concepts of Operations Research/Systems Analysis. It is intended as a followup program to the course entitled Systems Analysis for Government Operations. The major technique classes to be covered are: (*a*) mathematical programming; (*b*) probability techniques; (*c*) simulation models; and (*d*) networking. The case study methods will be used extensively to explore the mathematical-statistical calculations involved in each technique.

Who May Attend

This program is intended for career executives, GS-14 and above or equivalent.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Detailed announcements will be published well in advance of each seminar offering. Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600.

LINEAR PROGRAMING

Civil Service Commission

A 5-day program conducted quarterly in Washington, D.C.

Description

This course is designed to enable an analyst or program manager to: (1) recognize problems that can be solved by linear programing; (2) understand the ideas of linear programing; (3) formulate problems in correct form for solution; and (4) obtain solutions to problems, usually through the use of standard computer programs readily available for all government computers.

Who May Attend

This course is intended for Federal, State, and local government officials who are involved in program management or analysis. There are no grade level restrictions. However, nominees should have some knowledge of basic algebra and mathematical notation. If the nominee does not have this knowledge, the Civil Service Commission provides a three-day review course, *Basic Data Analysis.*

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600.

Operations Research

OPERATIONS RESEARCH ORIENTATION

Civil Service Commission

A 3-day program to be conducted in the fall 1970 and spring 1971 at the Civil Service Commission, 1900 E Street NW. A similar program is conducted by the San Francisco Civil Service Commission Region.

Description

This program is designed to provide a general overview of the classes of techniques of analysis known as Operations Research/Systems Analysis. Emphasis will be placed upon the role of the analyst in supporting management decision making through quantitative analyses. Subjects to be discussed will include: basic concept of operations research; methodology used; and principal and commonly used techniques of Operations Research/Systems Analysis. Knowledgeable and experienced practitioners from government, industry, and universities will constitute the faculty for this program. At the conclusion of the orientation, participants should be able to: (1) appreciate more fully the role of quantitative analysis as an information-producing set of techniques; (2) understand the major steps involved in the application of methods and techniques; (3) recognize more clearly the roles of individuals responsible for contributing informational inputs to management; and (4) communicate more effectively through an increased knowledge of terminology and meanings. A followup program, Techniques and Methods of Operations Research Workshop, is offered for those persons seeking more detailed understanding of the mathematical-statistical elements involved.

Who May Attend

This program is open to career Government employees, GS-9 and above or equivalent. It is particularly directed at persons whose present or projected assignments require a broad conceptual knowledge of operations research and related quantitative approaches.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600. Contact regional training institutes for information about their programs.

PLANNING, PROGRAMMING, BUDGETING SEMINAR

Civil Service Commission

A 2-week residential program conducted quarterly in suburban Maryland or Virginia. A similar program is offered in the San Francisco Civil Service Commission Region.

Description

This course is designed to achieve three essential objectives: (1) to provide participants with a working knowledge of the structure and functioning of the Planning, Programming, and Budgeting system as set forth in Bureau of the Budget bulletins, and with knowledge of the experience gained by agencies through efforts at implementation; (2) to provide participants with a grasp of the underlying economic base for program budgeting and with an understanding of the essentials of program evaluation and planning; and (3) to introduce participants to sophisticated quantitative approaches to management planning and control, improving their ability to communicate intelligently with professional analysts.

Who May Attend

This seminar is intended for: (1) those directly involved in PPB operations such as program and budget people, and (2) those line and staff managers at upper and middle levels who will be using the system as an aid to decision making. Participation is open to Federal, State, and local government officials. Experience indicates that the course is more valuable for those individuals who have experience with policy level management decisions.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to: Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be submitted for each nominee. The residence requirement is mandatory for all participants. The Civil Service Commission will announce training site locations in time for accommodation arrangements to be made.

Other Information

Further information may be obtained by telephoning area code 202, 632–5600, or IDS code 101, extension 25600. Contact the regional training institutes for information about its program.

STATISTICAL SAMPLING FOR FINANCIAL MANAGERS

A 3-day course offered twice a quarter in Washington, D.C. Dates to be announced.

Description

This workshop is designed for participants with little or no prior statistical training. Lectures are used to introduce and explain various topics and statistical methods. A large portion of the course is devoted to solving problems adapted from actual situations. The participant gains a working knowledge of the techniques employed and the practicality of these sampling methods.

Who May Attend

Nominees should be involved in financial management or related fields. There are no grade restrictions for attendance.

How To Make Nominations

A Nomination-Registration for Training form (Optional form 37) must be submitted by an authorized agency official for each nominee. Send forms to the Management Sciences Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Accepted nominations will be confirmed in advance of each session.

Other Information

Announcements with more detailed information will be sent to all agencies well in advance of the program. Further information may be obtained by calling area code 202, 632–5600 or IDS code 101–25600.

TECHNIQUES AND METHODS OF OPERATIONS RESEARCH WORKSHOP

Civil Service Commission

A 4-day program to be held four times per year at the Civil Service Commission, 1900 E Street NW. The program consists of two 2-day sessions to be held during 2 consecutive weeks.

Description

The objective of this program is to increase practical understanding of such basic operations research techniques as: inventory theory, replacement theory, queueing theory, simulation, cost-benefit analysis, linear and dynamic programming, and game theory. Lectures, case studies, group discussion, and challenging homeworking assignments will be used extensively throughout the conduct of this workshop. Upon completion of the program, the participant should be able to: (1) recognize more readily the type and range of operational problems amenable to mathematical approaches; (2) understand more fully the mathematical rules and computational logic employed by Operations Research analysts; and (3) appreciate more comprehensively the various methods used for recording and analyzing data in mathematical problem solving. The program is intended as a more detailed treatment of analytic techniques covered in such general programs as the Operations Research Orientation and General Orientation in PPB.

Who May Attend

This program is open to career Government employees, GS-9 and above or equivalent. It is particularly directed at persons who perform or will perform quantitative analyses of operations problems for management, or who are responsible for the supervision of such efforts. The program presumes familiarity with operations research concepts and a technical orientation on the part of the participant. An understanding of basic algebra is essential to effective participation and understanding of practical exercises.

How To Make Nominations

Nominations should be submitted to the Management Sciences Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202. 632-5600, or IDS code 101, extension 25600.

WORKFORCE ESTIMATING

Civil Service Commission

A 3-day program conducted ten times a year in Washington, D.C. A similar program is offered by the San Francisco and Philadelphia Civil Service Commission Regions.

Description

This course discusses work measurement and estimating techniques with emphasis on a statistical estimating technique recommended by the Bureau of the Budget—multiple regression analysis. Participants will be made acquainted with various work measuring techniques so that those techniques best suited for their agencies can be identified and implemented. To meet the minimum requirements of the Bureau of the Budget, participants will be taught to understand, utilize, and interpret results of regression analysis in manpower and workload estimation, rather than the mechanics of how to program or set up the analytical data.

Who May Attend

This course is intended for all budgeting, administrative, and management personnel involved in agency budget estimation, preparation, analysis, or justification. There are no grade level restrictions and participation is open to all Federal, state, and local government officials. Participants are expected to be acquainted with basic statistical techniques, but need not be statisticians.

How To Make Nominations

Nominations should be submitted to the Management Science Training Center, Bureau of Training, U.S. Civil Service Commission, 1900 E Street NW., Washington, D.C. 20415. Nomination-Registration for Training forms (Optional form 37) must be completed for each nominee.

Other Information

Further information may be obtained by telephoning area code 202, 632-5600, or IDS code 101, extension 25600. Contract regional training institutes for information about their programs.

Supply

Procurement and Contracting

CONTRACTING BY FORMAL ADVERTISING

General Services Administration

A 5-day program, scheduled periodically in Arlington, Va., and in other centers of Federal population.

Description

Basic Government procurement law provides that all contracts for property and services, with certain stated exceptions, be made by formal advertising. This course will assist Federal agencies to: (1)

Procure personal property and nonpersonal services (including construction) by use of the formal advertising method, (2) standardize formal advertising procedures, (3) improve relationships between contracting offices and contractors, and (4) comply with legal and regulatory requirements. The course is based primarily on Federal Procurement Regulations (FPR), which are generally compatible with the Armed Services Procurement Regulations (ASPR). Major topics to be covered are: Preparation of invitation-prescribed and optional forms and "tailoring" the invitation; publicizing the invitation—mailing, public display, newspaper advertising, and Department of Commerce synopsis; submission of bids—responsiveness, late bids, rejections, and mistakes; awarding the contract—responsible prospective contractor, discounts, equal low bids, and progressive awards.

Case studies and discussion will focus attention on recurring problems and furnish assistance in preventing or resolving such problems. Special emphasis will be devoted to situations involving late bids, responsiveness of bids and mistakes in bids.

Who May Attend

This course is designed for Federal employees in procurement positions or in training for procurement positions. Personnel who have taken the GSA course in Small Purchases will find that this course will broaden their procurement skills. Participation is open to employees in grades GS-7 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

CONTRACT LIAISON FOR THE SCIENTIST AND ENGINEER

Civil Service Commission

A 2-day program offered as needed at the Civil Service Commission, 1900 E Street NW.

Description

Substantial controversies measuring into multimillion dollars yearly result from an inadequate knowledge of government procurement processes which in turn result in a lack of adequate coordination among scientists, their contracting officers and the contractors. This program is designed to allow the scientist or engineer who is responsible for the technical aspects of a contract to better communicate with his organization's contracting officer through improved understanding of contracts and contracting. Topics to be discussed include: procurement responsibility and authority as it pertains to laws and implementations, the contracting officer and his representatives, the principal of agency and the technical role. The procurement process which includes program planning and funding authorities; the request for proposal (scope of work—purpose, content, and impact); and miscellaneous matters of concern such as competition vs sole source, evaluation of proposal, approval and determinations required, and the characteristics of a contract; the award and on-going process including technical surveillance and coordination, technical and administrative changes, allowable cost and limitation thereof, rights in technical data, and a follow-on plan.

Who May Attend

This seminar is open to all scientists, engineers, and scientific administrators interested in improving their contracting knowledge.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date for each program to: Director, Science and Engineering Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program, prorated among the participating agencies, will be $100 per participant. Agencies may obtain further information by calling 63–25662 or code 101, extension 25662.

EDITORIAL PLANNING FOR PRINTING PRODUCTION

Government Printing Office

Two 8-session courses to be held 2 days weekly from 9:30 a.m. to 12 m., October 12 to November 5, 1970, and March 15 to April 8, 1971. Each course will be divided into two sections; one meeting Mondays and Wednesdays and the other meeting Tuesdays and Thursdays. Sessions will be held in the 8th floor Conference Room, Government Printing Office, 732 North Capitol Street (at H) NW.

Description

Lectures covering planning, copy preparation, scheduling, printing processes, type use, selection and use of art and photographs, electronic photocomposition, printing procurement procedures, and sale and distribution of government publications. A guided tour of the typesetting and the printing production divisions of the Printing Office is included.

Who May Attend

Federal writers and editors, or administrators associated with these fields, and those who prepare specifications for use in requisitioning printing from the Government Printing Office, or who are required to work with the Government Printing Office as department or agency procurement officers.

How To Make Nominations

A letter or Civil Service Optional form 37 should be submitted by authorized agency representatives to the Superintendent of Typography and Design, Room C–829, U.S. Government Printing Office, Washington, D.C. 20401, by September 25, 1970, and February 26, 1971, respectively. Applications should include the following information: Nominee's name, title, grade level, and department or bureau; and the telephone number of the person to be notified of acceptance. This notice will be given approximately one week prior to the start of each program. Nominees will be accepted in the order in which they are received.

Other Information

No cost to agencies. It is expected that those registering will participate in all eight sessions. Limited classroom capacity will restrict each of the two attending groups to 65 persons. Further information may be obtained by calling 541–3339, or code 149 extension 339.

EFFECTIVE ADMINISTRATIVE OF THE CONTRACT FOR MARGINALLY PUNCHED CONTINUOUS FORMS

U.S. Government Printing Office

A program held in January on 3 successive days from 9 a.m. to 4 p.m. at the U.S. Government Printing Office, 732 North Capitol Street (at H) NW., Washington, D.C. 20401.

Description

The class will study the Contract for Marginally Punched Continuous Forms and will cover such topics as: (*a*) Who must and who may use the contract; (*b*) Which orders fit the contract; (*c*) How to use GPO form 1026a; (*d*) How to place orders; (*e*) Planning within printing limitations; (*f*) General do's and don'ts. Training techniques will include lectures, question and answer periods, and workshop problems.

Who May Attend

The course is conducted for authorized personnel engaged in the preparation of specifications, pricing, and procurement of forms under the Contract for Marginally Punched Continuous Forms.

How To Make Nominations

Nominations should be submitted by authorized agency representatives, by letter, to Mr. Daniel H. Campbell, Director of Purchases, Room C814, U.S. Government Printing Office, Washington, D.C. 20401. Applications should include the following information: Department or bureau, name, title, and grade level. The telephone number of the person to be notified of acceptance is also requested. Nominees will be accepted in the order in which they are received. Notification by telephone as to acceptance and specific dates will be made at least 2 weeks prior to the start of each course.

Other Information

There is no cost to agencies. Each class will be limited to about 45 persons. Further information may be obtained by calling the Chief, Specifications Section. Telephone: Area code 202, 541-3351 (Government dial code 149), extension 351.

GOVERNMENT CONTRACT ADMINISTRATION

General Services Administration

A 5-day course scheduled periodically in Arlington, Va, and other centers of Federal population.

Description

This course is designed to assist Federal agencies in: Obtaining maximum compliance by the contractor with contract terms during performance, recognizing the occurrence of situations during performance which may lead to claims by the contractor, protecting the public interest by prompt and fair settlement of problems which arise during performance, determining whether increased costs of contract performance should be borne by the contractor or by the Government, and negotiating equitable adjustments when the Government has agreed to bear risk in contract performance. The course will include: A detailed analysis of the obligations which the contractor and the Government assume under the standard form Government contract; the major events which may occur during contract performance, such as changes, changed conditions, changes in Government-furnished property, delays, defective specifications, and inspection problems; techniques for pricing the "equitable adjustment"; methods for processing findings, determinations, and appeals under the Disputes Clause; distinctions between claims under the contract and claims for breach of contract; techniques for obtaining compliance with contract delivery schedules; default clause procedures, difficulties encountered in cost reimbursement or payment of contractors; and post-performance aspects of contract administration, such as enforcement of warranty provisions, product liability, or examination of contractor's records.

Who May Attend

This course is designed for procurement officers, contracting officers, contract administrators, and other personnel involved in the procurement, preparation, and administration of Federal contracts. Participation is open to employees in grades GS-9 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional Form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GOVERNMENT CONTRACT NEGOTIATIONS

General Services Administration

A 5-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

This course is intended to give procurement personnel an opportunity to expand their knowledge and exchange ideas in the field of contract negotiation. It is based primarily on Federal Procurement Regulations (FPR), and supplements the courses "Contracting By Formal Advertising" and "Government Contract Administration." Major topics covered are: Procurement planning, methods of procurement, techniques and procedures in negotiation, evaluation of proposals, conduct of the negotiation, and technical assistance in conducting the negotiation. Case studies and discussion focus attention on recurring problems and furnish assistance in preventing or resolving such problems. Special emphasis is devoted to situations involving human factors in negotiation, negotiation techniques, price and cost analysis, administrative policy, legal requirements, and contract award and administration.

Who May Attend

This course is designed for procurement officers, contracting officers, contract administrators, and other personnel engaged in the procurement, preparation, and administration of Federal contracts. Participation is open to employees in grades GS–9 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

PROCUREMENT CONTRACTING AND POLICY

General Services Administration

A 4-day course conducted four times a year in Washington, D.C. and selected centers of Federal population.

Description

This program is designed to assist Federal agencies in: Developing more economical and effective purchasing and contracting practices, including contract administration and termination; obtaining better understanding and acceptance of laws, regulations, policies, and procedures governing Federal procurement, on the part of both Federal procurement officials and businessmen; and developing new approaches and solutions to unique procurement problems. It emphasizes the legal and regulatory aspects of procurement and their application to practical situations. Attention is given not only to existing rules, but to reasons for such rules, and alternatives which have been considered. Each of the following major subject-matter areas are discussed: Development and principles of procurement statutes; types of contracts; advertising and bidding procedures; negotiation of contracts; economic policy requirements (small business, labor surplus, equal employment opportunities); reporting of possible anti-trust violations; publicizing procurement actions; contract administration clauses (disputes, defaults, suspension of work, equitable adjustment, changes, inspection and acceptance, etc.); taxes, bonds, and insurance; debarment; contract financing, audit, and cost principles; and contract termination.

Who May Attend

This course is designed for Federal personnel concerned with procurement in any of its aspects—such as purchase, fiscal, legal, and engineering. Participation is open to personnel in grades GS–12 and above, or equivalent. Especially well-qualified candidates at GS–11 will be considered if space is available and a waiver is requested by their agencies. Commissioned officers of the military services are eligible and will be accepted on the same priority basis as other nominees.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Scheduled dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

PUBLIC UTILITIES SERVICE PROCUREMENT

General Services Administration

A 3-day seminar scheduled periodically in Washington, D.C. and other centers of Federal population.

Description

This seminar is designed to give management and technical guidance to Federal agencies in their procurement of electric, gas, steam, water, and sewer services. It treats the specialized areas of utilities procurement as well as some applications of the services, and is intended to supplement basic training or experience.

Major discussion topics are: Regulations, policies, and procedures of civilian and military agencies for public utilities procurement and management; the art, techniques, responsibilities, and steps in negotiation of utilities contracts; characteristics of effective administration of utilities contracts; periodic review of suitability and sufficiency of contracts and performance; responsibilities and guidelines for electric and gas rate selection and application; utilities costs cutting by applying proven methods and creative ideas in procurement and utilization; and planned development of the internal capability of Federal agencies to handle specialized utilities problems.

Who May Attend

This seminar is open to procurement officers, contracting officers, contract administrators, and other personnel engaged in public utilities service procurement. Participation is limited to employees in grades GS-12 and above, especially well-qualified candidates at grades GS-9 thru GS-11, and commissioned and noncommissioned officers of the military services.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

SMALL PURCHASES

General Services Administration

A 5-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

The administrative costs of making, controlling, and paying for small purchases often exceed the value of the items being procured. The purpose of this course is to encourage Federal agencies to reduce costs through the use of: (1) Improved methods for making small purchases; (2) careful analysis of each requirement; and (3) utilization of appropriate simplified purchase techniques.

The course is based primarily on Federal Procurement Regulations (FPR), with reference to the Armed Services Procurement Regulations (ASPR) when appropriate. It includes lecture-discussions and case studies, and emphasizes the application of the following authorized small purchase techniques: Blanket purchase arrangements, imprest funds, purchase order forms (SF 44 and 147), oral purchases, and unpriced purchase orders. The following related topics are also covered: Preliminary purchase conditions, solicitation of quotations, limitations, and vendor and inhouse relationships.

Who May Attend

The course is designed for all Federal employees engaged in small purchases and related procurement operations, or in training for assignment in the procurement field.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

Storage and Inventory

ECONOMIC ORDER QUANTITY TECHNIQUES

General Services Administration

A 3-day course to be conducted February 3–5, 1971, in Arlington, Va.

Description

This course is designed to assist agencies in complying with the requirements of the Federal Property Management Regulations (FPMR) pertaining to inventory management, and will enable agencies to apply modern inventory methods in their supply systems. The course focuses on a detailed presentation of techniques employed in implementing Economic Order Quantity (EOQ) principles and practices to enable each participant to effect practical application in his agency. Among the topics to be discussed are: Criteria for stockage, measures of supply effectiveness, mechanics of the inventory control system, predicting and forecasting demand, exponential smoothing, safety stock, economic purchase quantity, and low-dollar value control techniques.

Who May Attend

The course is designed primarily for management and operating supply personnel whose duties require a basic knowledge of economic order quantity techniques. Nominees for this course must have taken the course "Inventory Control of Supplies and Materials." EOQ techniques involve the application of mathematics to inventory management, and some of the inventory management decisions have been reduced to formulas, some very simple. These formulas are discussed and applied in the course; and it is desirable, therefore, that nominees have a knowledge of high school mathematics.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 343–7681, or code 183, extension 7681.

INVENTORY CONTROL OF SUPPLIES AND MATERIALS

General Services Administration

A 2-day course to be conducted February 1–2, 1971, in Arlington, Va.

Description

This course is designed to assist agencies in anticipating inventory needs and avoiding overstocking or running out of stock. It aids in the establishment and maintenance of a satisfactory balance of customer service, inventory management and control, and operating costs. Through lectures, practice exercises, and discussion, the course stresses principles, techniques, and guidelines under the following topics: Requirements determination, storage criteria, stock levels, when to order, reviewing for excess, and basic ADP applications.

Who May Attend

The course is primarily for operating personnel responsible for maintaining inventories of supplies and materials. Special consideration will be given to personnel from agencies maintaining storerooms that serve consumers. Supervisors and managers interested in reviewing the basic elements of inventory management are eligible to attend. Management and operating officials who plan to take the 3-day course "Economic Order Quantity Techniques" which follows are required to take this basic course.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

STORAGE AND MATERIALS HANDLING

General Services Administration

A 5-day course to be conducted March 29–April 2, 1971, in Arlington, Va.

Description

The purpose of this course is to assist Federal agencies in: Utilizing storage facilities by better planning and layout of space to accommodate materials essential to mission; employing equipment to assure smooth flow of materials in and out of inventory; and achieving optimum use of manpower, equipment, and facilities involved in storage operations. The course will develop a knowledge of current warehousing principles, methods, and techniques, and relate their application to the maintenance or improvement of operations. It will provide opportunity for participants to discuss and solve problems relating to: Space types and requirements computation, planning space layouts and storage plans, materials handling equipment, storage locations and locator systems, safety and protection of personnel, and warehousing management.

Who May Attend

The course is intended for Federal employees at the operating level and the first level of supervision. Managament personnel who seek a review of storage and materials handling principles, methods, and techniques, and employees in training for positions in this field are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 343–7681, or code 183, extension 7681.

CARRIER SELECTION–FREIGHT CLASSIFICATION

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to assist Federal agencies in the selection of commercial carriers for the domestic transportation of Government property by providing criteria for making judicious routing decisions, and assisting agencies in describing Government property on transportation documents to obtain the most economical freight rates. Topics to be discussed are: Use of classification publications, how to describe freight, modes of transportation, how to route Government freight, and equitable distribution of tonnage.

Who May Attend

This course is open to any Federal employee whose full or part-time duties involve freight transportation functions. Employees responsible for issuing and processing Government bills of lading also are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

FREIGHT LOSS AND DAMAGE CLAIMS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population, or offered onsite at agency request.

Description

This course is designed to assist Federal agencies in the processing of claims against carriers for loss and damage to Government property during shipment, and in taking precautionary steps to prevent loss and damage to their shipments. The following topics are highlighted: Prevention of loss and damage; liability of shipper and carrier; consignee's certificate of delivery; report of loss, damage, or shrinkage and measure of loss and damage; and step-by-step claims procedures.

Who May Attend

This course is open to all Federal employees responsible for the handling and processing of loss and damage claims. It is also open to employees concerned with the shipping and receiving of Government property in safe condition.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

FREIGHT RATES AND TARIFFS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to broaden the transportation and traffic management capabilities of Federal agencies by: Exploring the benefits to be derived from proper application of rates, routings, and other transportation data in carrier's tariffs; reviewing the pricing structure of the transportation carriers of the United States; and providing information and guidance regarding the availability and use of GSA's tariff library facilities in obtaining more economical transportation services. Discussion will include: Freight rates, carrier tariffs; rate tenders to the Government; accessorial services, specialized services; transit arrangements; and regulatory provisions.

Who May Attend

This course is open to administrative, supervisory, and operations personnel whose full- or part-time duties involve freight transportation activities.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 3777 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GOVERNMENT BILLS OF LADING AND COMMON SHIPPING FAULTS

General Services Administration

A 1-day seminar scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This seminar is designed to improve the quality of shipping documentation by Federal agencies, thereby eliminating many of the discrepancies encountered by the General Accounting Office in their post audits. Approved bill of lading procedures are discussed in detail and the most common trouble spots identified. Questions and open discussion are encouraged. The GSA Handbook "How to Prepare and Process U.S. Government Bills of Lading" provides ready reference to the subject matter and it is suggested that participants bring their copies to the seminar.

Time is allowed for general discussion on any topic pertaining to the movement of Government property. Participants are urged to take part in this exchange of information and ideas. Specific questions requiring reference to the GSA tariff library may be submitted to the course instructor and data will be furnished in writing from the TCS–GSA staff.

Who May Attend

This seminar is open to administrative, supervisory, and operational personnel whose full or part-time duties involve freight transportation activities. Persons responsible for issuance and processing of Government bills of lading should attend. The subjects covered will be of interest to property and supply officers, procurement agents, warehouse supervisors and shipping personnel. Any other Federal employees whose duties are related to the subject matter may also attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

MODERN TRAFFIC TECHNIQUES

General Services Administration

A 3-day course scheduled as needed in Washington, D.C., and other centers of Federal population.

Description

This course is designed to broaden the transportation and traffic management capabilities of Federal agencies by: Integrating procurement, supply distribution, and financial aspects into a unified transportation resource; updating agency procedures in the transportation of Government property; and exploring basic and advanced methods of traffic management for future as well as present application.

Who May Attend

Civilian agency personnel in grades GS-11 and above, or equivalent, having administrative or supervisory responsibility over supply, procurement, storage, and distribution activities involving transportation and traffic management, are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF-37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 343-7681, or code 183, extension 7681.

OCEAN TRANSPORTATION

General Services Administration

A 1-day course scheduled as needed in Washington, D.C., and other centers of Federal population.

Description

This course is designed to increase effectiveness and economy in the international procurement and transportation programs of Federal agencies by presenting and discussing means of: Coordinating procurement functions more closely with those of transportation; promoting a broader understanding of ocean transportation procedures; investigating costs via all modes, or combinations of modes, of transportation; and providing for the most effective terms of delivery in contracts. Topics to be discussed include: The materials procurement stage; the preliminary shipping stage; transportation to port, the port activity stage; export shipments; import shipments; cross trades shipments; steamship conferences; foreign freight forwarders; and ship chartering.

Who May Attend

Administrative, supervisory, and operations personnel whose duties involve the procurement and transportation of materials for delivery to overseas destinations are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF-37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 343-7681, or code 183, extension 7681.

SHIPPING HOUSEHOLD GOODS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This program is designed to assist Federal agencies in: Obtaining more advantageous rates for shipping household goods; providing authoritative information about what alternatives are available, and what allowances are authorized for employees being transferred; aiding employees in the selection of carriers; safeguarding employees from unnecessary costs in shipping household goods; and providing guidance for employees in preparing for movement of household goods. Among the topics to be discussed are: The "commuted rate" system versus the use of Government bills of lading, carrier rates and services, entitlements of individuals, common problem areas, and questions and answers in GSA's pamphlet "Shipping Your Household Goods."

Who May Attend

This course is open to administrative, fiscal, and transportation personnel whose duties involve the movement of employees' household goods.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF-37.

Other Information

No cost to agencies. Scheduled dates and locations to be announced. Agencies may obtain further information by calling area code 202, 343–7681, or code 183, extension 7681.

TRANSPORTATION ASSISTANCE TO PROCUREMENT OFFICERS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to assist Federal agencies in coordinating procurement and transportation operations through improved application of traffic management techniques at all stages of the procurement cycle, and in achieving greater economy and effectiveness in agency procurement programs where transportation is a factor.

The course emphasizes an understanding of transportation cost considerations involved in procurement transactions and the application of traffic management techniques. Topics to be covered are: Transportability of commodities to be procured, freight classification of procured items, packaging and protection specifications, FOB origin *vs.* FOB destination, guaranteed shipping weights and cubes, carload/truckload *vs.* less load lots, loading and handling at origin, consignee receiving facilities, use of transit privileges, freight rates in bid evaluation, and overseas transactions.

Who May Attend

This course is open to civilian agency personnel, regardless of grade, who are concerned with the relationship between procurement and transportation of Government property. This includes employees with duties in procurement involving transportation cost consideration, as well as employees in traffic management related to procurement.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Training Division (BPT), General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain further information by calling area code 202, 343–7681, or code 183, extension 7681.

CLERICAL AND OFFICE SKILLS TRAINING

BETTER OFFICE SKILLS AND SERVICE

Civil Service Commission

An eight ½-day workshop conducted bimonthly at the Civil Service Commission, Washington, D.C.

Description

This workshop is designed to assist the clerical employee to take a realistic look at her job and to make her a more efficient and effective member of the office team. Typical problems and activities occurring during a normal working day are discussed. Emphasis is placed on proper attitudes, office diplomacy, human relations, telephone techniques, grammar, organization, Government reference aids, and grooming. Practical exercises, case studies, group discussion, lectures, and incident studies are included in the workshop.

Who May Attend

GS 2 through 4 secretaries, clerk-typists, clerk stenographers and other clerical employees may be nominated to attend the course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632-5608 or code 101, extension 25608.

Other Information

The cost of the program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the workshop. Nomination deadline dates will be listed in the announcements.

878-794 O—70——14

BETTER OFFICE SKILLS AND SERVICE INSTRUCTORS' WORKSHOP

Civil Service Commission

A 2-week course offered twice a year in the Washington, D.C., area.

Description

The Better Office Skills and Service Instructors' Workshop is designed to prepare and assist the training specialist in conducting the Civil Service Commission's Better Office Skills and Service Seminar-Workshop. During the course the participants will be given new concepts in teaching techniques, materials and equipment. They will have an opportunity to observe, participate and teach portions of an actual Better Office Skills and Service class. Video tape equipment will be used to evaluate each practice teaching exercise and to capture good and poor actual classroom situations for discussion.

Who May Attend

Employee Development Officers, Training Specialists, Administrative Assistants, or secretaries responsible for training clerical-secretarial personnel may be nominated.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain additional information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

OPERATION UPDATE: A PRACTICUM FOR THE EXECUTIVE SECRETARY

Civil Service Commission

A 3-day seminar-workshop offered quarterly at the Civil Service Commission.

Description

This practicum is designed to give each executive secretary an opportunity to learn about new ideas that will assist her in performing her job more effectively. She will also review techniques that are essential in keeping up-to-date in today's Government office. University professors, psychologists, management consultants, and top Government executives will present lectures followed by a workshop. Exciting topics included in the lecture-workshop practicum are: The Psychology of Dealing with People, The Secretary and Her Federal and Congressional Liaison Role, Decision Logic, Effective Office Procedures, Office Communications Breakdown, Human Relations Effectiveness, and The Assistant to the Executive.

Who May Attend

This course is designed for secretaries, administrative assistants, staff assistants, and administrative aides, GS-8 and above, who perform secretarial duties and act as office managers or principal personal assistants to executives.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. For additional information, call 632-5608 or code 101, extension 25608.

Other Information

The cost of the program, $100 per person, will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the course announcements.

SECRETARIAL TECHNIQUES

Civil Service Commission

A 5-day course offered monthly at the Civil Service Commission, Washington, D.C.

Description

This course is designed to analyze the duties, responsibilities, and dimensions of today's Government secretary. During the workshop the participants will exchange, present, and discuss technical secretarial information designed to stimulate an interest in striving toward increased office efficiency, job satisfaction, and applied secretarial dimensions. The program will cover areas such as today's secretarial responsibility, communications—(writing, reading, listening, and speaking)—human relations, technical skills (grammar, capitalization, punctuation), public relations, office management, and job satisfaction. The workshop includes lectures, projects, case studies, problem analyses, and practical exercises. Video tape equipment is used to augment the effectiveness of the workshop. Students will use the video tape to evaluate their effectiveness as they deal with people face to face and by telephone. Each student will have the opportunity to observe her ability to communicate by using this up-to-date method of visual replay.

Who May Attend

Secretaries, Clerk-Stenographers, and Clerk-Typist, GS–5 through GS–7 (or equivalent), may be nominated for the course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain additional information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the workshop will be shared by the participating agencies. The prorated cost will be $100 per person. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

SHORTHAND EXCELLENCE

Civil Service Commission

A nine ½-day course offered bimonthly at the Civil Service Commission, Washington, D.C.

Description

"Shorthand Excellence" is designed to increase the secretary's ability to meet the requirements of her boss' dictation. A review of shorthand shortcuts and tips, business English, Government style practices, and correspondence procedures are included. Government style dictation is given by Government bosses and the instructor. In addition, regular timed dictation is given by the instructor. An electronic laboratory system is used so the participant can practice from prepared speed tapes designed to meet her needs. Frequent transcription tests, brief form, phrase drills, and recall reviews are given. The class meets on Monday, Wednesday, and Friday for three weeks.

Who May Attend

This course is open to clerical employees, GS–2 and above (or equivalent), who can take Gregg Simplified or Diamond Jubilee shorthand at 50 words a minute.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. For additional information, call 632–5608 or code 101, extension 25608.

Other Information

The cost of the program, $100 per person, will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the course announcement.

GENERAL PURPOSE TRAINING

Communications

Speaking

EFFECTIVE BRIEFING TECHNIQUES

Civil Service Commission

A 5-day course to be offered monthly at the Civil Service Commission, Washington, D.C.

Description

This course is designed for individuals who give oral reports. Through video tape presentations, each participant is encouraged to objectively appraise his own oral presentations. The course places emphasis on obtaining the desired audience reaction. Topics include how we communicate, how to avoid communication problems, how to prepare and deliver briefings, how to analyze the audience, and how to prepare visual aids.

Who May Attend

Those employees, GS–12, and above (or equivalent), who brief higher level officials, colleagues, or subordinates may be nominated for this course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the course will be shared by the participating agencies. The prorated cost will be $135 per person. Announcements with more detailed information will be sent to all agencies well in advance of the course. Nomination deadline dates will be listed in the announcements.

WORKSHOP IN EFFECTIVE ENGLISH

Civil Service Commission

A program of ten ½-day sessions to be offered once a month at the Civil Service Commission, Washington, D.C.

Description

The purpose of this course is to help participants refresh their knowledge of modern English usage. At the end of the course, each participant should be better able to recognize and correct grammatical errors in correspondence and in speech, to improve unclear sentences and to correct improper punctuation. The participant should also be able to use Government reference to solve grammar problems. Because the course is designed to be practical, each participant is asked to analyze the grammatical aspects of his own office correspondence and to bring in office grammar problems. In addition, frequent homework assignments are given to reinforce class work.

Who May Attend

Workshop in Effective English is designed primarily for stenographers and secretaries (recommended grade GS-4 and above). However, it is a suitable course for any other Government employee who writes or reviews correspondence and feels the need for a refresher course in grammar.

How To Make Nominations

Authorized agency officials should submit nominations on Optional form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain additional information by calling 632-5608 or code 101 extension 25608.

Other Information

The cost of the workshop—$110 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

EFFECTIVE LETTERWRITING FOR MANAGEMENT

Civil Service Commission

A program of six ½-day sessions to be given at the Civil Service Commission, Washington, D.C.

Description

This workshop is designed to aid managers who either write or review letters by: (1) Explaining and illustrating effective principles for writing Government letters; (2) encouraging participants to apply these principles under the guidance of experts; (3) giving participants techniques for editing and review.

Who May Attend

Career executives, GS–13 and above (or equivalent), may be nominated for this course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the program, $125 per person, will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

TECHNICAL ASSISTANCE WORKSHOPS FORM AND GUIDE LETTERS (2A)

General Services Administration

Three ½-day sessions, scheduled to meet agency demand.

Description

This workshop is designed to improve productivity and at the same time achieve a degree of simplicity and standardization in the preparation of repetitive correspondence. Demonstrations and simulated problems highlight the development of a predesigned reply system which includes both pattern or guide letters and form letters.

Who May Attend

Individuals having responsibliity for operations where letter writing represents a significant portion of the total workload are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

TECHNICAL ASSISTANCE WORKSHOPS
HOW TO IMPROVE WRITTEN INSTRUCTIONS (4B)

General Services Administration

Five ½-day sessions, scheduled to meet agency demand.

Description

This workshop stresses the planning needed to produce effective instructions and analyzes the cost of written instructions that are easily understood and that are effective in producing the desired results. Participants spend considerable time in applying the principles and techniques presented to actual and potential situations requiring written instructions.

Who May Attend

All persons who write, review, or approve written instructions are eligible for this workshop.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37 (Rev.), Nomination for Interagency Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information, call area code 202, 963–4154, or code 13, extension 34154.

REPORT WRITING WORKSHOP

Civil Service Commission

Meets on Tuesdays and Thursdays for 4 weeks. Full-day sessions are held on the first and last days of the course; ½-day sessions are held on all other days. The course will be given periodically at the Civil Service Commission, Washington, D.C.

Description

This workshop is designed to improve the quality of Government reports by helping writers to produce clear, logical, readable reports. After taking the workshop, participants should: (1) Have an understanding of the principles of effective report writing; (2) know how to apply these principles to their own reports; (3) be able to edit and review reports in terms of these principles.

Who May Attend

Those employees, GS–7 through GS–12, (or equivalent), who write or review reports may be nominated for this course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632–5608 or code 101, extension 25608.

Other Information

The cost of the program—$110 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

WRITING EFFECTIVE LETTERS

Civil Service Commission

A discussion-workshop of eight ½-day sessions to be offered at the Civil Service Commission, Washington, D.C.

Description

This course is designed to aid letterwriters by (1) stressing the value of effective letters to the reader, the writer, and agencies of Federal State and local governments; (2) pointing out principles of effective writing; (3) giving participants practice in applying these principles; and (4) enabling participants to diagnose their own writing. Participants are asked to submit copies of their own work for discussion.

Who May Attend

Those writers, GS–7 through GS–12 (or equivalent), who have significant responsibility for writing letters may be nominated for this workshop.

How To Make Nominations

Authorized agency representatives should submit nominations on Optional Form 37 (Nomination Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. You may obtain further information by calling 632–5608 or code 101 extension 25608.

Other Information

The cost of the workshop—$110 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

WRITING REGULATIONS AND PROCEDURES FOR PUBLIC UNDERSTANDING

Civil Service Commission

A 3-day workshop to be held at the Civil Service Commission, Washington, D.C.

Description

This workshop presents a simple systems approach to the writing and approval of regulations, procedures, directives, manuals, interpretive letters and other types of instructional or informational material. Participants, working individually and in small groups, will actually apply this system to typical regulations, procedures, and similar materials. Specific objectives include reviewing and evaluating existing standards for writing regulations and procedures; defining the audience for specific regulations and procedures; determining the most useful structure and format for this material; showing participants the basic principles for writing this material; and applying these principles to practice writing and editing.

Who May Attend

Employees, GS–9 and above (or equivalent) who are responsible for the writing or reviewing of regulations, procedures, directives and manuals, as well as those responsible for interpreting rules, regulations and laws to the public are eligible to attend this course.

How To Make Nominations

Authorized agency officials should submit nominations on Optional Form 37 (Nomination-Registration for Training) to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commision, Washington, D.C. 20415. You may obtain further information by calling 632–5608, or code 101, extension 25608.

Other Information

The cost of the workshop, $125 per person, will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements.

Safety and Emergency-Preparedness

DEFENSIVE DRIVING TECHNIQUES

General Services Administration

A 2-day course scheduled periodically at various locations throughout the 50 States.

Description

This 16-hour course is designed to assist Federal agencies in discharging their responsibilities under the President's program of accident reduction. It emphasizes the principle that all accidents are caused, and that the driver's way of thinking is an important factor in producing accidents. Correct decisions in driving, braking techniques, stopping distances, reaction time elements, drivers' attitudes, and night driving hazards will be covered. This training is intended to motivate each driver to utilize defensive driving techniques, which will aid in the attainment of the longest tenure of accident-free vehicle operation.

Who May Attend

Any Federal operator of Government-owned or leased vehicles.

How To Make Nominations

Nominations should be submitted to the appropriate GSA regional office using Optional form 37 (Rev.), Nomination for Interagency Training, at least 10 days prior to the beginning date of the course.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

MEDICAL SELF-HELP TRAINING PROGRAM

Description

The Medical Self-Help Training Program is designed to teach you what to do in an emergency when the services of a physician or allied health personnel are not available. Sixteen hours of class are required to complete the course. The subjects included are as follows: Radioactive Fallout and Shelter, Healthful Living in Emergencies, Artificial Respiration, Bleeding and Bandaging, Shock, Burns, Fractures and Splinting, Transportation of the Sick and Injured, Nursing Care of the Sick and Injured, Infant and Child Care and Emergency Childbirth. In addition to lectures by trained instructors, technicolor 16mm films and slides, the course includes practical demonstrations. Upon successful completion of this course, a certificate will be awarded.

Who May Attend

All Federal and District employees may be nominated for this course regardless of grade, agency or position.

How To Make Nominations

CSC nomination cards should be submitted by authorized agency representatives to the Chief, Training Section, D.C. Department of Public Health, Washington, D.C.

Other Information

The course is open to all without charge. Further information may be obtained by calling 629–2106 or code 137, extension 2106.

PROFESSIONS DISASTER TRAINNG SEMINAR

Description

The Professions Disaster Training Seminar has been arranged for persons with significant medical responsibilities for maintaining the health of the community during time of disaster. The seminar will include sessions dealing with:

- Community Health Preparedness and Planning
- Hospital Disaster Planning
- Medical Teamwork and Triage at the Disaster Site
- Emergency Communications
- Mass Feeding

Developed as a part of the continuing program of the Division of Health Mobilization, D.C. Department of Public Health, the seminar is cosponsored by Washington area medical, dental, nursing, pharmaceutical, dietetic, and veterinary medical societies, as well as the Hospital Council of the National Capital Area, Inc., and the Health Facilities Planning Council for Metropolitan Washington, D.C.

Who May Attend

All Federal and District employees may be nominated for this course regardless of grade, agency or position.

How To Make Nominations

CSC nomination cards should be submitted by authorized agency representatives to the Chief, Training Section, D.C. Department of Public Health, Washington, D.C.

Other Information

The course is open to all without charge. Further information may be obtained by calling 629–2106 or code 137, extension 2106.

LIMITED INTERAGENCY TRAINING

Office of Personnel, Department of Agriculture

These programs are designed primarily for U.S. Department of Agriculture employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Dr. E. R. Draheim, Chief, Employee Development, Safety and Welfare Division, Office of Personnel, U.S. Department of Agriculture, Washington, D.C. 20250.

Seminars in Executive Development (SED)

Seminars in Middle Management (SIMM)

Kepner-Tregoe Problem Solving and Decisionmaking (K–T)

Office of the Inspector General, Department of Agriculture

These programs are presented primarily for Office of the Inspector General employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: David A. Fike, Training Director, Office of the Inspector General, U.S. Department of Agriculture, Washington, D.C. 20250.

Combined Orientation for Auditor and Special Agent New-Hires

Managerial Grid Seminar

Agricultural Research Service, Department of Agriculture

The following programs were designed primarily for Agricultural Research Service employees. Applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: John Gore, Chief, Employee Development Branch, Personnel Division, Federal Center Building, Hyattsville, Md. 20782.

Orientation Training for Secretarial and Clerical Employees

Secretarial Training Course

English Grammar Review I and II

Supervisory Development Program

Supervisory Training Course, Phase I

Motivation and Productivity

Defensive Driving

Workshop in Research Report Writing

Air Force, Department of

These programs are designed primarily for Air Force employees. However, applicants from other agencies will be accepted on a space-available basis. For information on these programs, please call or write: Mr. Benjamin Elkin, Employee Development Specialist, Directorate of Civilian Personnel, Headquarters, U.S. Air Force, Forrestal Building, Room 5B–180, Washington, D.C. 20330; code 11, extension 3–5280.

Basic Classification and Wage Administration

Basic Employee and Career Development Course

Basic Placement and Employee-Management Relations Course

Civilian Personnel Officer Course

Classification and Wage Administration, Advanced

Employee and Career Development Course, Advanced

Human Relations for the Air Force Manager

Management Course for Air Force Supervisors

Placement and Employee-Management Relations Course, Advanced

Program Management Course

Union Management Relations for Management Officials

Headquarters, Army Materiel Command

These programs are designed primarily for Army employees. Applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Commanding General, U.S. Army Materiel Command, Washington, D.C. 20315. Attention: AMCPT–CO; Autovon 2270341, or Area Code 202–OX–70341.

Personnel Management for Managers

Algebra Review

Calculus Review

Engineering Reliability

Basic Statistics

Atomic Energy Commission

These programs are designed for employees of the Atomic Energy Commission, employees of other Federal agencies, and for employees of firms in the nuclear industry, who pursue private work or work for Federal agencies involving nuclear materials.

For information about these programs, please call or write: Dr. Manuel A. Kanter, Safeguards Training Program, Argonne Center for Educational Affairs, Argonne, Ill. 60439, Telephone: area code 312–739, extension 2211.

Introduction to Nuclear Technology—2 weeks

Measurements in Nuclear Materials Safeguards—3 weeks

Fundamentals of Nuclear Materials Control—2 weeks

Workshop in Safeguards—1 week

Office of Personnel, Department of Commerce

This course is designed primarily for Department of Commerce employees. However, applicants from other agencies will be accepted on a space-available basis. For information about this program, please call or write: Mr. Miller B. McDonald, Management Training Officer, Employee Development Division, Office of Personnel, Department of Commerce, Washington, D.C. 20230. Code 189–3731.

Commerce Managerial Course

Bureau of the Census, Department of Commerce

This program is designed primarily for Bureau of the Census employees. However, applicants from other agencies will be accepted on a space-available basis. For information about this program, please call or write: Mr. Jack Hickey, Employee Development Branch, Personnel Division, Bureau of the Census, Suitland, Md. 20233. Telephone 440–1524 or code 157, extension 524.

Digital Computer Programing Course

Office of Administration For Domestic and International Business, Department of Commerce

These programs are designed primarily for Department of Commerce employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. David F. Sullivan, Chief, Employee Development Branch, Personnel Division, Office of Administration, DIB, 14th Street and Constitution Avenue NW., Washington, D.C. 20230.

Preretirement Planning Seminar

Reading Improvement for Professionals

378–794 O—70——15

Maritime Administration, Department of Commerce

These programs are designed primarily for Maritime Administration employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs please call or write: Miss Clementine P. Pinner, Employee Development Specialist, Division of Employee Development, Maritime Administration, 441 G Street NW., Washington, D.C. 20235.

Beginning Typing
Typing Refresher
Beginning Shorthand
Shorthand Refresher
Advanced Secretarial Techniques
Introduction to Supervision
Supervision and Group Performance

National Bureau of Standards, Department of Commerce

The National Bureau of Standards Graduate School offers a number of courses in the physical sciences and kindred fields during the academic year 1970–71. The employee development activities planned by the National Bureau of Standards range over the spectrum of scientific disciplines and educational levels. Although the courses offered are designed primarily to improve the skills and knowledge of staff members, applicants from other agencies will be accepted on a space-available basis. Inquiries concerning the courses offered this fall should be directed to Mrs. Ann Bartlett, Assistant Registrar, Graduate School of the National Bureau of Standards, code 164, extension 3498. Agencies will be asked to reimburse the National Bureau of Standards for the cost of this training, plus computer time when appropriate.

Patent Office, Department of Commerce

These programs are designed primarily for Patent Office employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write Mr. Willis H. Hokans, Employee Development Officer, Personnel Division, Patent Office, Washington, D.C. 20231. Code 161–3432.

Effective Supervision and Performance
Patent Examiner Initial Training
Reading Improvement

Civil Aeronautics Board

The following program is designed principally for CAB employees. Applicants from other agencies may apply on a space-available basis. For further information call or write: Mr. M. Wayne Poland, Employee Development Office, Office of Personnel, Civil Aeronautics Board, 1825 Connecticut Avenue NW., Washington, D.C. 20428.

Supervision and Group Performance

Defense Supply Agency

These programs are designed primarily for DSA employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. Philip C. Strang, Chief, Employee Development Branch, Civilian Personnel Division, Defense Supply Agency Administrative Support Center, Cameron Station, Alexandria, Va., code 11, ext. 47493.

Fundamentals of Supervision
Basic Management Techniques I
Supervision & Group Performance
Basic Management Techniques II
Management and Group Performance
From Nine to Five—Secretarial Training
Effective Listening
Advanced Effective Listening

Department of Public Health, District of Columbia Government

This course is designed primarily for employees of the District of Columbia Governmennt; however, if space permits, qualified employees of other agencies will be accepted. For further information, please call or write: Chief, Training Section, Department of Public Health, District of Columbia, 801 North Capitol Street, Washington, D.C. Telephone number 629–4253.

Course in Tuberculosis Control

Federal Trade Commission

These programs are designed primarily for employees of the Federal Trade Commission. However, applicants from other agencies may be accepted on a space-available basis.

Intensive Shorthand for Beginners
Remedial Shorthand

For further information about these courses, please call or write: Mr. David Shannon, Employee Development Officer, Federal Trade Commission, Division of Personnel, Room 148, 6th Street and Pennsylvania Avenue NW., Washington, D.C. 20580.

General Services Administration

These programs are designed primarily for employees of the General Services Administration. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. A. A. Mrozek, Program Coordinator, Regional Public Buildings Service, General Services Administration, Washington, D.C. 20407, area code 202, 963–5131, or code 13, extension 35131.

Guard Training

National Electrical Code

Refrigeration and Air-Conditioning

Government Printing Office

These programs are designed primarily for Government Printing Office employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. James M. Langston, Jr., Chief, Training Section, U.S. Government Printing Office, Washington, D.C. 20401

Plain Letters

Supervisory Development Course (GPO–1) (Presupervisory)

Environmental Control Administration, HEW

Description

The Training Institute of the Environmental Control Administration, Public Health Service, offers short-term, technical courses for engineers, scientists, nurses and technicians in the fields of community environmental management, occupational safety and health, radiological health, solid waste management, water hygiene and environmental control. They are designed to provide knowledge and competency in the newest preventive and control developments in these areas.

ECA TRAINING INSTITUTE—CHRONOLOGICAL SCHEDULE OF COURSES, FISCAL YEAR 1971

Cincinnati, Ohio

**The following courses are to be presented in Cincinnati, Ohio.
For admission, address your application to:**

**Chief, Training Institute
Environmental Control Administration
5555 Ridge Avenue
Cincinnati, Ohio 45213**

Administration and Supervision of an Occupational Health Nursing Service (533) (1st session).	July 20–24, 1970.
Ground Water Technology (161)	Aug. 17–21, 1970.
Workshop for Nurses in Technical School and Job Training Centers on Occupational Health and Safety (538).	Do.
Elements of Solid Waste Management (655)	Do.
Industrial Hygiene Engineering (501)	Do.
Solid Waste Handling-Operations Management (666)	Aug. 24–28, 1970.
Environmental Microscopy (705)	Sept. 14–18, 1970.
Special Analytical Techniques in Environmental Media-Gas Chromatography (710).	Sept. 21–25, 1970.
Basic Environmental Statistics (801)	Do.
Principles of Accidental Injury Control (432)	Sept. 28–Oct. 2, 1970.
Air Sampling in the Occupational Environment (548)	Do.
Administration and Supervision of an Occupational Health Nursing Service (533) (2nd session).	Oct. 5–7, 1970.
Principles of Incineration (675)	Oct. 12–16, 1970.
Industrial Hygiene Measurements (550)	Oct. 19–30, 1970.
Heat Stress—Evaluation and Control (505)	Nov. 2–6, 1970.
State and Federal Joint Surveys (160)	Nov. 16–20, 1970.
Safety in the Laboratory (580)	Do.
Administrative Aspects of Housing Code Enforcement (402).	Nov. 30–Dec. 4, 1970.
Industrial Hygiene Engineering (501)	Nov. 30–Dec. 11, 1970.
Generating Community Action for Environmental Health (420).	Dec. 7–11, 1970.
Environmental Statistics—Design of Experiment (802).	Dec. 7–11, 1970.
Sanitary Landfill Principles (670)	Dec. 14–18, 1970.
Industrial Noise Control (507)	Jan. 11–15, 1971.
Elements of Solid Waste Management (655)	Do.
Unit Processes—Water Plant Operation (158)	Jan. 18–22, 1971.
Recognition, Evaluation, and Control of Occupational Hazards (549).	Do.
Industrial Hygiene Chemistry (502)	Jan. 25–29, 1971.
Environmental Statistics—Nonparametric (804)	Feb. 1–5, 1971.
Industrial Hygiene Measurements (550)	Feb. 8–19, 1971.
Special Analytical Techniques in Environmental Media—Thin Layer Chromatography (711).	Feb. 15–17, 1971.
Dust Evaluation Techniques (512)	Mar. 1–5, 1971.
Principles of Incineration (675)	Do.

Industrial Hygiene Engineering (501)	Mar. 15–26, 1971.
Environmental Health Practices in Recreational Areas (410).	Mar. 23–26, 1971.
Safety in the Laboratory (580)	Mar. 29–April 2, 1971.
Sanitary Landfill Principles (670)	April 5–9, 1971.
Chemical Examination of Drinking Water (141)	April 19–23, 1971.
Industrial Hygiene Measurements (550)	April 19–30, 1971.
Generating Community Action for Environmental Health (420).	April 26–30, 1971.
Environmental Statistics—Analyzing Qualitative Date (806).	Do.
Comprehensive Health Planning (700)	May 10–14, 1971.
Bacteriological Examination of Drinking Water (140).	May 17–21, 1971.
Environmental Program Management (701)	May 24–28, 1971.
Special Analytical Techniques in Environmental Media-Atomic Absorption (712).	June 7–9, 1971.
Environmental Statistics—Sample Size Determination (815).	June 7–11, 1971.

Rockville, Md.

The following courses are to be presented in Rockville, Md.
For admission, address your application to:

Chief, Rockville Training Section
Training Institute
Environmental Control Administration
12720 Twinbrook Parkway
Rockville, Md. 20852

Medical X-ray Protection (213)	July 20–31, 1970.
Fundamentals of Medical X-ray Protection (273)	Aug. 3–7, 1970.
Introduction to Automatic Data Processing Systems (210).	Aug. 24–28, 1970.
Basic Radiological Health (211)	Oct. 12–23, 1970.
Occupational Radiation Protection (212)	Oct. 26–Nov. 6, 1970.
Fundamentals of Non-Ionizing Radiation Protection (264).	Nov. 16–20, 1970.
Radiological Health for Radionuclide Users (267)	Jan. 11–22, 1971.
Introduction to Automatic Data Processing Systems (210).	Jan. 25–29, 1971.
Radiological Health for Pharmacists (218)	Feb. 1–5, 1971.
Fundamentals of Non-Ionizing Radiation Protection (264).	Feb. 8–12, 1971.
Medical X-ray Protection (213)	Feb. 22–Mar. 5, 1971.
Basic Radiological Health (211)	Mar. 15–26, 1971.
Occupational Radiation Protection (212)	Mar. 29–Apr. 9, 1971.
Radiological Health for X-Ray Technologists (246)	Apr. 12–16, 1971.
Reactor Safety and Hazards Evaluation (223)	Apr. 19–30, 1971.
Radiological Health for Nurses (203)	May 17–21, 1971.
Accelerator Radiation Protection (271)	May 24–28, 1971.
Fundamentals of Non-Ionizing Radiation Protection (264).	June 7–11, 1971.
Microwave Instrumentation Survey Techniques (274).	June 14–18, 1971.

Las Vegas, Nev.

The courses listed below are to be presented in Las Vegas, Nevada.
For admission, address your application to:

Chief, Southwestern Training Section
Training Institute
Environmental Control Administration
Post Office Box No. 15027
Las Vegas, Nev. 89114

Radionuclide Analysis by Gamma Spectroscopy (208).	July 27–Aug. 7, 1970.
Basic Radiological Health (211)	Aug. 17–28, 1970.
Occupational Radiation Protection (212)	Sept. 21–Oct. 2, 1970.
Accelerator Radiation Protection (271)	Oct. 5–9, 1970.
Medical X-ray Protection (213)	Oct. 12–23, 1970.
Fundamentals of Non-Ionizing Radiation Protection (264).	Nov. 2–6, 1970.
Basic Radiological Health (211)	Nov. 30–Dec. 11, 1970.
Radiation Protection Guides and Dose Assessment (272).	Jan. 11–22, 1971.
Occupational Radiation Protection (212)	Jan. 25–Feb. 5, 1971.
Basic Radiological Health (211)	Feb. 15–26, 1971.
Operational Aspects of Radiation Surveillance (236)	Mar. 1–12, 1971.
Radionuclide Analysis by Gamma Spectroscopy (208).	Mar. 15–26, 1971.
Fundamentals of Non-Ionizing Radiation Protection (264).	Apr. 5–9, 1971.
Microwave Instrumentation and Survey Techniques (274).	Apr. 12–16, 1971.
Basic Radiological Health (211)	Apr. 19–30, 1971.

Winchester, Mass.

The following courses are to be presented in Winchester, Mass.
For admission, address your application to:

Chief, Northeastern Training Section
Training Institute
Environmental Control Administration
109 Holton Street
Winchester, Mass. 01890

Basic Radiological Health (211)	July 20–31, 1970.
Management of Radiation Accidents (235)	Aug. 10–14, 1970.
Fundamentals of Non-Ionizing Radiation Protection (264)	Aug. 24–28, 1970.
Operational Aspects of Radiation Surveillance (236)	Sept. 14–25, 1970.
Microwave Instrumentation and Survey Techniques (274)	Oct. 5–9, 1970.
Radionuclide Analysis by Gama Spectroscopy (208)	Oct. 12–23, 1970.
Accelerator Radiation Protection (271)	Nov. 2–13, 1970.
Radiological Health for X-ray Technologists (246)	Nov. 16–20, 1970.
Basic Radiological Health (211)	Nov. 30–Dec. 11, 1970.
Occupational Radiation Protection (212)	Jan. 4–15, 1971.

Chemical Analysis of Environmental Radionuclides (240)	Jan. 25–Feb. 5, 1971.
Basic Radiological Health (211) Albany, N.Y.	Mar. 15–26, 1971.
Radionuclide Analysis by Gamma Spectroscopy (208)	Apr. 12–23, 1971.
Fundamentals of Non-Ionizing Radiation Protection (264)	Apr. 26–30, 1971.
Occupational Radiation Protection (212)	June 7–18, 1971.
Management of Radiation Accidents (235)	June 28–July 2, 1971.

Montgomery, Ala.

The courses listed below are to be presented in Montgomery, Ala., unless otherwise noted. For admission, address your application to:

Chief, Southeastern Training Section
Training Institute
Environmental Control Administration
P. O. Box No. 61
Montgomery, Ala. 36101

Basic Radiological Health (211)	July 13–24, 1970.
Occupational Radiation Protection (212)	Sept. 14–25, 1970.
Occupational Radiation Protection (212) Austin, Tex.	Oct. 12–23, 1970.
Management of Radiation Accidents (235)	Nov. 16–20, 1970.
Medical X-ray Protection (213)	Nov. 30–Dec. 11, 1970.
Basic Radiological Health (211)	Jan. 11–22, 1971.
Fundamentals of Non-Ionizing Radiation Protection (264)	Jan. 25–29, 1971.
Measurement of Airborne Radioactivity (251)	Feb. 15–26, 1971.
Radiation Protection Guides and Dose Assessment (272)	Mar. 29–Apr. 9, 1971.
Basic Radiological Health (211) Austin, Tex.	May 17–28, 1971.
Basic Radiological Health (211)	June 21–July 2, 1971.

Field Courses—Contact Chief, ECA Training Institute

Urban Rat Control (480) Atlanta, Ga.	Sept. 14–18, 1970.
Elements of Solid Waste Management (655) Bismarck, N.D.	Sept. 21–25, 1970.
Mosquito Control (481) Atlanta, Ga.	Oct. 12–16, 1970.
Occupational Radiation Protection (212) Austin, Tex.	Oct. 12–23, 1970.
Urban Rat Control (480) Atlanta, Ga.	Jan. 18–22, 1971.
Insect and Rodent Control (483) Atlanta, Ga.	Feb. 8–19, 1971.
Basic Radiological Health (211) Albany, N.Y.	Mar. 8–19, 1971.
Urban Rat Control (480) Atlanta, Ga.	Apr. 19–23, 1971.
Insect Control (482) Atlanta, Ga.	May 17–21, 1971.
Basic Radiological Health (211) Austin, Tex.	May 17–28, 1971.

Locations to be Announced—Contact Chiefs, ECA Training Institute

Nursing Practices and Occupational Mental Health (532) (1st session).	Sept. 21–25, 1970.
Occupational Health Nursing Practices and Chronic Disease Control (535) (1st session).	Nov. 2–6, 1970.

Nursing Practices and Occupational Mental Health (532) (2nd session).	Nov. 18–20, 1970.
Occupational Health Nursing Practices and Chronic Disease Control (535) (2nd session).	Jan. 6–8, 1971.
Nursing Practices and Occupational Mental Health (432) (1st session).	Jan. 18–22, 1971.
Principles of Accidental Injury Control (432)	Feb. 15–19, 1971.
Nursing Practices and Occupational Mental Health (532) (1st session).	Do.
Nursing Practices and Occupational Mental Health (532) (2nd session).	Mar. 1–3, 1971.
Environmental Microscopy (705)	Apr. 26–30, 1971.
Nursing Practices and Occupational Mental Health (532) (2nd session).	May 3–5, 1971.
Principles of Accidental Injury Control (432)	June 21–25, 1971.

Other Information

These courses are offered at no cost to agencies. Although they are intended primarily for training State and local health officials, a limited number of persons from government agencies are accepted. Complete descriptions of the courses are given in the Training Institute Bulletin, a copy of which will be sent on request to: Chief, Training Institute, Environmental Control Administration, 5555 Ridge Avenue, Cincinnati, Ohio 45213. Application for a course should be made at least 4 weeks prior to the beginning date.

National Air Pollution Control Administration

These programs are designed primarily for State, local, and regional air pollution control personnel as well as National Air Pollution Control Administration employees. However, applicants from other agencies will be accepted on a space-available basis. For information about or admission to these programs, please call or write: Registrar, Institute for Air Pollution Training, Office of Manpower Development, National Air Pollution Control Administration, Post Office Box 12055, Research Triangle Park, N.C. 27709. Telephone number; area code 919, 549–7524 extension 529; FTS number; code 919, 549–8539.

Community Survey Design (401)
Sampling and Identification of Aero-Allergens (405)
Medical and Biological Aspects of Air Pollution (407)
Analysis of Atmospheric Organics (408)
Analysis of Atmospheric Inorganics (409)
Meteorological Aspects of Air Pollution (411)
Control of Particulate Emissions (413)
Control of Gaseous Emissions (415)
Orientation in Air Pollution (416)
Air Pollution Microscopy (420)
Introduction to Air Quality Management (422)
Diffusion of Air Pollution Theory and Application (423)
Community Air Pollution (424)

Legal Aspects of Air Pollution (425)
Air Pollution Data Evaluation (426)
Combustion Evaluation (427)
Public Information and Community Relations (428)
Gas Chromatographic Analysis of Air Pollutants (429)
Air Pollution Control Technology (431)
Special Topics in Microscopy (432)
Atmospheric Sampling (435)
Analysis of Atmospheric Metals (436)
Column and Thin-Layer Chromatography (438)
Visible Emissions Evaluation (439)
Special Topics—Air Quality Management (440)
Special Topics in Process Evaluation and Control (441)
Special Topics in Atmospheric Sampling and Analysis (422)
Special Topics in Field Studies (443)
Field Enforcement Aspects of Air Pollution (444)
Management Seminar for Air Pollution Control Officers (445)
Regional Air Quality Management (446)
Meterological Instrumentation (447)
Basic Source Sampling (449)
Advanced Source Sampling (450)
Air Pollution Administration (451) (Attachment 1)
Principles and Practices of Air Pollution Control (6 weeks)
Workshop on Regional Implementation Plans (Attachment 2)

New Course Planned for Development During Fiscal Year 1971

Air Pollution Effects on Vegetation (448) (No Description Available)

Social Security Administration, HEW

These programs are designed primarily for Social Security Administration employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs write: Mr. Frank G. Matejik, Director, Division of Training and Career Development, Room 4226, Annex, Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Administrative Communications, Effective Writing for

Automatic Data Processing Orientation

Basic Analysis

Behavioral Foundations of Management

Reading Improvement

Supervision and Group Performance

Department of Housing & Urban Development

These programs are designed primarily for HUD employees. However, applicants from other agencies will be accepted on a space-available basis. For information about the following programed courses, please call or write: Mrs. Peggy B. Swift, Director, Programed Instruction and Reading Skills Laboratory, Department of Housing and Urban Development, 451 7th Street SW., Room 2150, Washington, D.C. 20410, Telephone 755-5406.

Reading Improvement

Introduction to PERT

Basic Statistics

Magnetic Patterns of the English Language

Vocabulary Building

For information about the following classroom courses, please call or write: Mrs. Mary E. Biro, Chief, Office Skills Training, Department of Housing and Urban Development, Room 2150, 451 7th Street SW., Washington, D.C. 20410, Telephone 755-6579, or code 138, extension 56579.

Secretarial Workshop

Typewriting Refresher Training

Gregg Simplified Shorthand Refresher Course

Bureau of Sport Fisheries and Wildlife, Department of the Interior

These programs are designed primarily for Bureau employees. However, applicants from other agencies will be accepted occasionally on a limited space available basis. For information about these programs, please contact: Mr. Charles B. Mitchell, Bureau Training Officer, Bureau of Sport Fisheries and Wildlife, 18th and C Streets NW., Washington, D.C. 20240.

The Marion School, Marion, Ala.

Pond Construction

Physics and Chemistry of Water

Fish Diseases

Aquatic Plant Identification

Life in Water Related to Fish Culture

The Spearfish School, Spearfish, S. Dak.

Nutrition

Methods of Propagation

Diseases

Methods and Interpretations of Water Analysis

Administrative Procedures

Use of Hatcheries as a Management Tool

The Leetown School, Leetown, W. Va.

Fish Anatomy

Physiology and Histology of Fish

Microscopical Anatomy of Normal and Diseased Tissues

Identification and Method of Investigating Fish Diseases and Their Control

Areas Relating to Virology, Bacteriology, and Parasitology Studies of Fish Diseases

Bureau of Labor Standards, Department of Labor

This program is designed primarily for Department of Labor employees. However, applicants from other agencies will be accepted on a space-available basis. For information about this program, please call or write: Mr. Robert J. Broderick, Bureau of Labor Standards, U.S. Department of Labor, 400 First Street NW., Railway Labor Building, Washington, D.C. 20210.

Safety Training

Capital Area Personnel Services Office, Department of the Navy

These programs are designed primarily for Department of the Navy employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. Tom Gill, Head, Employee Development Division, Capital Area Personnel Services Office, Navy, 17th and Constitution Avenue NW., Washington, D.C. 20360.

Supervisory Training

Interviewing and Counseling Techniques for Supervisors

Instructional Methods

Logistics Management School, Department of the Navy

This course is designed primarily for Department of the Navy employees. However, applicants from other agencies will be accepted on a space available basis. For information about this course, please call or write: Mr. Harold V. Pelton or Mr. Ernest L. Sutton, Navy Logistics Management School, Naval Air Facility, Washington, D.C. 20390.

Navy Department Planning and Management Systems Course

Panama Canal Co.

These programs are designed primarily for employees of the Panama Canal Co./Canal Zone Government. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Dr. Daniel J. Paolucci, Deputy Personnel Director (Staff), Panama Canal Co., Administration Building, Balboa Heights, C.Z.

Introduction to Supervision
The Supervisor and Human Behavior
Job Instructor Training
Work Simplification
Reading Efficiency
Defensive Driving
Theory and Practice of Management and Organization

Federal Aviation Administration, Department of Transportation

These programs are designed primarily for Federal Aviation Administration employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Mr. Thomas J. Creswell, Director of Training, TR-1, Department of Transportation, Federal Aviation Administration, 800 Independence Avenue SW., Washington, DC. 20590.

Basic Investigation Course

Federal Aviation Administration Academy—A variety of courses to be held throughout 1970–71, at the FAA Academy, Oklahoma City, Okla.

Internal Revenue Service, Department of the Treasury

These courses are designed primarily for Internal Revenue Service employees in the Washington area. However, applicants from other agencies will be accepted on a space available basis. For information about these courses, please call: Miss Ruby Bennett, National Office Training Branch, code 184, extension 3377.

Gregg Shorthand Theory Review Course (18 hours) Diamond Jubilee Series

Shorthand Refresher Dictation Course (20 hours)

Typewriter Refresher Training Course (20 hours)

Bureau of Customs, Department of The Treasury

The Bureau will open up their 20-week course "Systems Analysis" on a limited basis later this year. The course is at the entry level and includes 16 weeks of theory and lecture at the Bureau's National Training Center, located at Hempstead, N.Y., and 4 weeks of "hands on" experience at the Customs Computer installation in the Washington area. For further information contact: James J. Doherty, Assistant Director (Training and Career Development), Personnel Division, Bureau of Customs, Room 703, 1145 19th Street NW., telephone: code 184, extension 8000.

Veterans Administration

The following programs are designed primarily for VA employees, but applicants from other agencies will be accepted on a space available basis. For information please call or write: Mr. P. Le R. Loomis, Employee Relations and Training Division (055C), Veterans Administration Central Office, 810 Vermont Avenue NW., Washington, D.C. 20420 (Stop 73), code 148-3101.

Basic Supervisory Practices
Secondary Supervisory Practices
Intermediate Supervisory Management
Advanced Supervisory Management
Advanced Management Seminar
Briefings and Presentations
Conference Leadership
Administrative Communications Seminar
Better Letters
Better Letters Refresher
Basic Office Practices
Shorthand Refresher

NEW COURSES PLANNED

Agricultural Research Service, Department of Agriculture

The following programs are planned for development during fiscal year 1970. For information about these programs, please call or write: John Gore, Chief, Employee Development Branch, Personnel Division, Federal Center Building, Hyattsville, Md. 20782.

Supervisory Training Course—Phase II

Office of Personnel, Department of The Treasury

The Department will present a comprehensive "Retirement Planning" course beginning later this year. After the initial series is presented, it is anticipated that the course will be offered to participants from other agencies on a space available basis. For additional information contact: Mrs. Adrienne Burch, code 184, extension 5025.

INDEX BY SUBJECT

I. OPEN INTERAGENCY TRAINING

Accounting
Page
- Accounting Workshop, Accrual 154
- Bookkeeping in the Public Sector, Elementary 161
- Discount Rates and Procedures 158

Auditing
- Audit Managers, Seminar of 107
- Audit Manager Seminar on GAO Requirements 99
- Audit Report Writing I, Successful 111
- Audit Report Writing II, Successful 112
- Audit Tool, Graphic and Computational Analysis Techniques 105
- Auditing I, Effective Government 101
- Auditing II, Effective Government 102
- Auditing in the ADP Systems Environment, Principles and Practices of 106
- Auditing, Flow Charting and Its Applicability to 104
- Auditing, Operational 105
- Auditing, Semi-Senior 108
- Auditing, Senior and Semi-Senior 109
- Auditing I, Statistical Sampling in 109
- Auditing II, Statistical Sampling in 110
- Auditing Systems Supported by ADP Equipment I 100
- Auditing Systems Supported by ADP Equipment II 101
- Auditors Course, Supervisory 113
- Auditors, Executive Development of 103
- Auditors Instruction Course, Supervisory 113
- Audits in Financial Management 97
- Audits in Procurement and Supply Management 98
- Semi-Senior Training 114

Automatic Data Processing
- ADP, Executive Seminar in 55
- ADP for Employee Development Specialists, Seminar in 141
- ADP in Financial Management, Seminar on 78
- ADP Information Systems, Workshop in Indexing and Abstracting for 92
- ADP and the Law, Seminar on 79
- ADP, Management Introduction to 59
- ADP Management and Administration, Seminar in 61
- ADP and Medicine, Seminar on 80
- ADP Orientation 53
- ADP Orientation for Management Interns 54
- ADP in Personnel Management, Seminar on 80
- ADP Programming, Executive Workshop in 57
- ADP, Seminar on Scientific and Technical Applications of 60
- ADP in Supply Management, Seminar on 81
- ADP Systems Analysis, Executive Workshop in 58
- ADP Systems Analysis, Field Work Program in 95
- ADP Systems Analysis Seminar 94

I. OPEN INTRAGENCY TRAINING—Continued

AUTOMATIC DATA PROCESSING—Continued Page
  ADP Systems Analysis Techniques, Workshop in 88
  ADP in Technical Information Systems, Seminar on 82
  Computing, Introductory Conversational 90
  Computer Specialists, Systems Workshop for 86
  Computer System Evaluation and Selection, Seminar on 91
  Computer Systems Technology, Seminar in Advanced 84
  Decision Logic Table Workshop 89
BUDGET
  Budget Process, The Federal 69
CIVIL RIGHTS
  Civil Rights Investigators, Interviewing Techniques for 116
  Discrimination, Investigation of Complaints of 117
  Title VI Compliance Officers, Workshop for 118
CLERICAL/SECRETARIAL
  Office Skills and Service, Better 189
  Office Skills and Service Instructors' Workshop, Better 190
  Operation Update: A Practicum for the Executive Secretary 191
  Secretarial Techniques 192
  Shorthand Excellence 193
COUNSELING
  Counseling, EEO 115
  Counseling, Personnel Interviewing and 151
  Financial Counselors, Training Program for 148
  Pre-retirement Planning Institute for Agency Advisors 148
EMPLOYEE DEVELOPMENT
  Employee Development, Advanced 138
  Employee Development, Basic 138
  Management Development: Principles and Practices 139
EMPLOYEE RELATIONS
  Adverse Actions 145
  Agreement, Management and the Negotiated 28
  Agreement, Supervision and the Negotiated 33
  Agreements, Negotiating and Implementing 147
  Employee-Management Relations, Advanced 144
  Employee-Management Relations, Basic 143
  Financial Counselors, Training Program for 148
  Industrial Relations Seminar for Executives 146
  Labor-Management Relations, Basic 145
  Pre-Retirement Counseling Institute for Agency Advisors 148
EQUAL EMPLOYMENT OPPORTUNITY
  EEO Counseling 115
  EEO for Contract Compliance Specialists, Workshop in 117
  EEO, The Role of the Federal Manager in 20
EXECUTIVE DEVELOPMENT
  ADP, Executive Seminar in 55
  ADP Programing, Executive Workshop in 57
  ADP Systems Analysis, Executive Workshop in 58
  Auditors, Executive Development of 103
  Congressional Operations, Fellowship in 6
  Courts, Executive Programs and the 3
  Decision-Making Techniques, Executive Seminar in 24
  Economics for Public Managers 65

I. OPEN INTRAGENCY TRAINING—Continued

Executive Development—Continued

Page

Education, Residential Program in Executive 15
Industrial Relations Seminar for Executives 146
Information System, Executive Workshop in the Design of a 64
Information Theory, Executive Seminar in Management 62
Law, Ideas, Authors and General Issues in 7
Legislative Function, An Institute in the 2
Legislative Operations Roundtable for Executives 13
Metropolitan Area: Problems, Program, Planning, The 19
Operations Research Techniques, Executive Workshop in 162
PPB, Executive Orientation in 66
Public Health Programs, Federal-State-Local Administration of 4
Public Issues and Problems, Ideas and Authors: 10
Recreation Programs, Administration of 1
Regulatory Process, Ideas, Authors and Issues in the 8
Science and Government, Ideas and Authors: 11
Science Programs: Science and Government Policy, An Institute For Executives in 12
Seminar Centers, Executive 23
State Government and Urban Administration: Programs-Problems-Planning 17
Statistical Science for Management, Executive Seminar in 56
Urban Specialist, Federal-State-Local, Seminar for 18
Urban Transportation Planning Course 21
Water Resources: Problems-Programs-Planning, Management of America's 14

Financial Management

Economics for Public Managers 65
Finance in Agency Management 67
Financial Information, Management Use of 68
Financial Management, Seminar on ADP in 78

Facilities and Services

Passenger Travel Conference 120
Postal Operations Management, Military 120
Space Planning and Office Layout 121

General Personnel Management

Communication for Personnel Specialists, Effective 70
Human Resources, Psychology and the Management of 76
Manpower Planning and Requirements 72
Mental Health, The Manager's Role in Occupational 77
Organization Theory 73
Personnel Management, Ideas and Authors: 71
Personnel Management, Introduction to 72
Personnel Management for Managers 74
Personnel Management for Personnel Specialists 75
Personnel Management, Seminar on ADP in 80
Personnel Management for Supervisors 45

Instructor Training

Basic Management Techniques I: An Institute for Trainers 41
Basic Management Techniques II: An Institute for Trainers 43
Better Office Skills and Service Instructors' Workshop 190
Introduction to Supervision: An Institute for Trainers 44
Instructor Training 140

I. OPEN INTRAGENCY TRAINING—Continued

Page

INSTRUCTOR TRAINING—Continued
- Management and Group Performance: An Institute for Trainers 27
- Programmed Instruction: Applications for Government Training 141
- Supervision and Group Performance: An Institute for Trainers 48
- Training Institute for Recruiters 153
- Training Institute for Recruiters of Clerical Personnel 154
- Workshop for Programers 142

LEGAL
- Hearing Examiners and the Regulatory Process: Current Problems, Issues and Developments 122

MANAGEMENT ANALYSIS
- Analysis and Design, Forms 125
- Automation, Forms for 126
- Automation, Source Data 134
- Correspondence Management 123
- Directives Systems Improvement 124
- Files Improvement 125
- Forms Improvement 127
- Information Retrieval, Office 131
- Information Systems Design 128
- Machine Program, Managing an Office 128
- Mail, Speeding the 135
- Mechanizing Paperwork Systems 129
- Records Disposition 131
- Records Maintenance and Disposition 132
- Records Management 133
- Reports, Modernizing Management 130

MANAGEMENT DEVELOPMENT
- ADP, Management Introduction to 59
- Audit Managers, Seminar of 107
- Decision Making Techniques, Executive Seminar in 24
- Decisions, Models for Management 32
- Economics for Public Managers 65
- EEO, The Role of the Manager in 20
- Employee Development, The Manager's Role in 34
- Financial Information, Management Use of 68
- Information System, Executive Workshop in the Design of a 64
- Information Theory, Executive Seminar in Management 62
- Letterwriting for Management, Effective 195
- Management Development: Principles and Practices 139
- Management and Group Performance 25
- Management and Group Performance: An Institute for Trainers 27
- Management Institute, Middle 31
- Management and Organization, Ideas and Authors 9
- Management Seminars, Advanced 21
- Mathematics for Managers 29
- Mathematics for Middle Managers 30
- Mental Health, The Manager's Role in Occupational 77
- Performance Evaluation, The Role of the Manager in 35
- Personnel Management for Managers 74
- Position Classification for Managers 33
- Seminar Centers, Executive 23

I. OPEN INTRAGENCY TRAINING—Continued

Page

MANAGEMENT DEVELOPMENT—Continued
  Reporting Systems, Executive Seminar in Management 63
  Statistical Sampling for Financial Managers 166
ORIENTATION TO GOVERMNENT OPERATIONS
  Intern Lecture and Seminar Program, Management 52
  Operations, Basic Concepts in Government 50
  Scientists and Engineers, Introduction to Government for 51
OPERATIONS RESEARCH
  Operations Research Orientation 163
  Operations Research Techniques, Executive Workshop in 162
  Operations Research Workshop, Techniques and Methods of 166
PLANNING, PROGRAMING AND BUDGETING
  Planning, Programing, Budgeting Seminar 165
  PPB, Executive Orientation in 66
  PPB, General Orientation in 67
POSITION CLASSIFICATION
  Position Classification, Advanced 135
  Position Classification and the Management Process 136
  Position Classification for Managers 33
  Position Management 137
PROCUREMENT AND CONTRACTING
  Contract Administration, Government 173
  Contract Liaison for the Scientist and Engineer 170
  Contract for Marginally Punched Continuous Forms, Effective Administration of the 172
  Contract Negotiations, Government 174
  Contracting by Formal Advertising 168
  Printing Production, Editorial Planning for 171
  Procurement Contracting Policy 175
  Procurement, Public Utilities Service 176
  Purchases, Small 177
PROGRAM ANALYSIS
  Analysis, Basic Data 155
  Analysis, Correlation and Regression 156
  Analysis, Economic Investment 159
  Cost Benefit Workshop 157
  Costs, Determining Program 158
  Estimating, Workforce 167
  Programing, Linear 163
SAFETY/EMERGENCY
  Disaster Training Seminar, Professions 201
  Driving Techniques, Defensive 200
  Medical Self-Help Training Program 201
SCIENTIST AND ENGINEER
  Contract Liaison for the Scientist and Engineer 170
  Government for Scientists and Engineers, Introduction to 51
  Management Institute for Supervisory Scientists and Engineers 37
  Science and Government, Ideas and Authors 11
  Science and Government Policy, Institute for Executive, in Science Programs 12
  Science and Technology: Information Tools, Methods, and Resources in 36

I. OPEN INTRAGENCY TRAINING—Continued

Scientist and Engineer—Continued Page
Scientific and Engineering Organizations, Management of 38
Supervision and Group Performance for the Scientist and Engineer 39
Speaking
Briefing Techniques 194
English, Workshop in Effective 194
Staffing and Placement
Assessment and Selection, Personnel 151
Staffing Assistant Function, Personnel 152
Staffing and Placement, Advanced 150
Staffing and Placement, Basic 149
Staffing, The Role of the Manager in 35
Supervisory Development
Basic Management Techniques I 40
Basic Management Techniques II 42
Basic Management Techniques I: An Institute for Trainers 41
Basic Management Techniques II: An Institute for Trainers 43
Personnel Management for Supervisors 45
Supervision and Group Performance (CSC) 46
Supervision and Group Performance (NBS) 47
Supervision and Group Performance: An Institute for Trainers 48
Supervision, Introduction to 43
Supervision of Low-Skilled Employees, Problems and Challenges 49
Supervision and the Negotiated Agreement 33
Supervisory Auditors Course 113
Supply
Economic Order Quantity Techniques 178
Storage and Materials Handling 180
Supply Management, Seminar on ADP in 81
Supplies and Materials, Inventory Control of 179
Systems Analysis
Analysis, Statistical Science for 96
Systems Analysis, Educational Program in 160
Systems Analysis, Executive Workshop in ADP 58
Systems Analysis, Field Work Program in ADP 95
Systems Analysis for Computer Programs 85
Systems Analysis for Government Operations, An Introduction to 93
Systems Analysis Seminar, ADP 94
Systems Analysis Techniques, Workshop in ADP 88
Transportation
Carrier Selection-Freight Classification 181
Freight Loss and Damage Claims 182
Freight Rates and Tariffs 182
Lading and Common Shipping Faults, Government Bills of 183
Shipping Household Goods 186
Traffic Techniques, Modern 184
Transportation Assistance to Procurement Officers 187
Transportation, Ocean 185

I. OPEN INTRAGENCY TRAINING—Continued

WRITING
Page
Letters, Forms and Guide 196
Letterwriting for Management, Effective 195
Written Instructions, How To Improve 197
Writing Effective Letters 198
Writing Regulations and Procedures for Public Understanding 199
Writing Workshop, Report 198

II. LIMITED INTERAGENCY TRAINING

AUTOMATIC DATA PROCESSING
ADP Orientation 214
Analysis, Basic 214
Analysis, Systems 218
Digital Computer Programing Course 205

CLERICAL/SECRETARIAL
From Nine to Five—Secretarial Training 207
Office Practices, Basic 218
Orientation Training for Secretarial and Clerical Employees 203
Secretarial Techniques, Advanced 206
Secretarial Training Course 203
Secretarial Workshop 215
Shorthand, Beginning 206
Shorthand for Beginners, Intensive 207
Shorthand Refresher (Commerce) 206
Shorthand Refresher (VA) 218
Shorthand Refresher Course, Gregg Simplified 215
Shorthand Refresher Dictation Course 217
Shorthand Theory Review Course, Gregg 217
Shorthand, Remedial 208
Typing, Beginning 206
Typing Refresher 206
Typewriter Refresher Training 215
Typewriter Refresher Training Course 217

EMPLOYEE DEVELOPMENT
Employee and Career Development Course, Advanced 204
Employee and Career Development Course, Basic 204
Patent Examiner Initial Training 206

EMPLOYEE—RELATION/STAFFING
Placement and Employee-Management Relations Course, Advanced 204
Placement and Employee-Management Relations Course, Basic 204
Pre-Retirement Planning Seminar 205

EXECUTIVE DEVELOPMENT
Executive Development, Seminar in 203

GENERAL PERSONNEL
Orientation for Auditor and Special Agent New-Hires 203
Personnel Officer Course, Civilian 204
Work Simplification 217

INSTRUCTOR TRAINING
Instructional Methods 216
Instructor Training, Job 217

LISTENING
Listening, Advanced Effective 207
Listening, Effective 207

II. LIMITED INTERAGENCY TRAINING—Continued

Page

MANAGEMENT DEVELOPMENT
Grid Seminar, Managerial 203
Management, Advanced Supervisory 218
Management, Behavioral Foundations of 214
Management and Group Performance 207
Management, Intermediate Supervisory 218
Management and Organization, Theory and Practice of 217
Management Seminar, Advanced 218
Management, Seminars in Middle 203
Managerial Course, Commerce 205
Personnel Management for Managers 204
PERT, Introduction to 215
Planning and Management Systems Course, Navy Department 216
Problem Solving and Decision Making, Kepnor-Tregoe 203
Program Management Course 204
Union-Management Relations for Management Officials 204

MATHEMATICS
Algebra Review 204
Calculus Review 204
Engineering Reliability 204
Statistics, Basic (Army) 204
Statistics, Basic (HUD) 215

POSITION CLASSIFICATION
Classification and Wage Administration, Advanced 204
Classification and Wage Administration, Basic 204

READING
Reading Efficiency 217
Reading Improvement (Commerce) 206
Reading Improvement (SSA) 214
Reading Improvement (HUD) 215
Reading Improvement for Professionals 205
Vocabulary Building 215

SAFETY/PUBLIC HEALTH
Air Pollution Control 213
Control, Fundamentals of Nuclear Materials 205
Driving, Defensive (AG) 204
Driving, Defensive (PCC) 217
Environmental Control 208
Safeguards, Measurements in Nuclear Materials 205
Safeguards, Workshop in 205
Safety Training 216
Tuberculosis Control, Course in 207

SCIENTIST AND ENGINEER
Nuclear Technology, Introduction to 205

SERVICES
Electrical Code, National 208
Guard Training 208
Refrigeration and Air-Conditioning 208

SPEAKING
Briefings and Presentations 218
Conference Leadership 218
English Grammar Review I and II 203
English Language, Magnetic Patterns of the 215

II. LIMITED INTERAGENCY TRAINING—Continued

Page

SUPERVISORY DEVELOPMENT

Human Behavior, The Supervisor and 217
Human Relations for Air Force Supervisors 204
Interviewing and Counseling Techniques for Supervisors 216
Management Course for Air Force Supervisors 204
Management Techniques I, Basic 207
Management Techniques II, Basic 207
Motivation and Productivity 203
Supervision, Fundamentals of 207
Supervision and Group Performance (Commerce) 206
Supervision and Group Performance (CAB) 207
Supervision and Group Performance (DSA) 207
Supervision and Group Performance (SSA) 214
Supervision, Introduction to (Commerce) 206
Supervision, Introduction to (PCC) 217
Supervision and Performance, Effective 206
Supervisory Development Course 208
Supervisory Development Program 203
Supervisory Practices, Basic 218
Supervisory Practices, Secondary 218
Supervisory Training 216
Supervisory Training Course, Phase I 203

WRITING

Administrative Communications Seminar 218
Letters, Better 218
Letter Refresher, Better 218
Letters, Plain 208
Writing for Administrative Communications, Effective 214
Writing, Workshop in Research Report 204

OTHER

Investigation Course, Basic 217
FAA Academy 217
Sport Fisheries and Wildlife, Bureau of 215
Standards, National Bureau of 206

III. NEW COURSES PLANNED

Retirement Planning 218
Supervisory Training Course—Phase II 218

ERIC Clearinghouse
JAN 04 1971
on Adult Education

U.S. GOVERNMENT PRINTING OFFICE: 1970 O—378-794